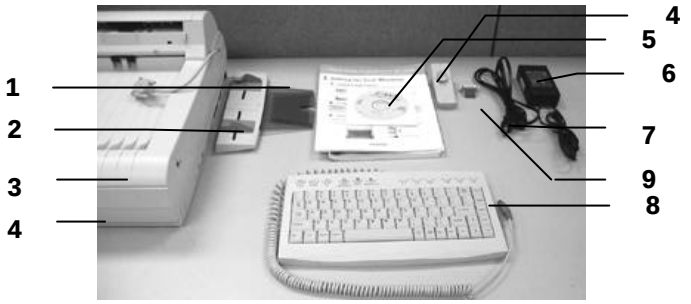
Quick Guide for IS100e

The stand-alone internet appliance

1 Setting Up Your Machine

(1) Checking Package Contents

Unpack the box and check its components. If there is any item missing, contact your dealer immediately.



1. Paper Support
2. Paper Feed Tray
3. @V2100 Main Body
4. Paper Stopper
5. Quick Guide, user's manual
6. Power Adapter
7. Power Cord
8. Keyboard
9. ADF pad module

(2) Configuration Requirements

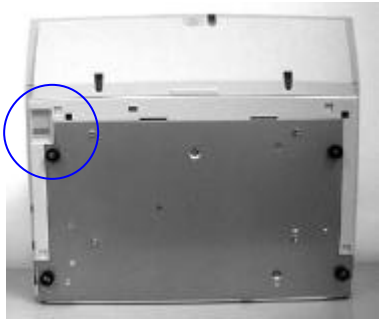
To Send an Email	To File a document	To Make Copy
• TCP/IP Network • SMTP Server	• FTP,HTTP,CIFS,or DIMS Protocol • Windows 9x, Windows NT, Windows 2000, HTTP,or FTP server	• A Laser Printer supporting PCL or PostScript language

(3) Unlocking the Scan Unit

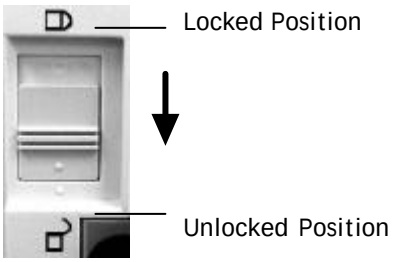
The scan unit is locked during transport to protect scanning mechanism from being damaged. ***Be sure to unlock the scan unit before using the machine.***

English

1). Locate the lock switch underneath the machine.

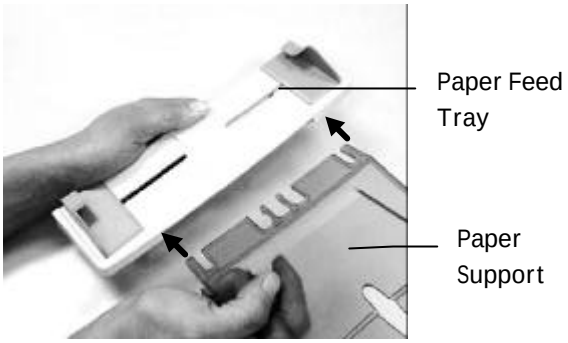


2). Move the lock switch to the **"unlocked position"**.

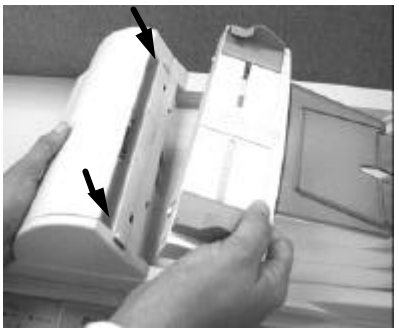


(4) Installing the Paper Feed Tray

1). Attach the Paper Support to the Paper Feed Tray.



2). Then, attach the Paper Feed Tray to the machine.



(5) Connecting the Ethernet LAN Cable (not included)

1). Connect one end of the Ethernet LAN (Local Area Network) cable to one available port of your switching hub.

2). Connect the other end to the **LAN** port at the back of the machine.

(6) Connecting the Machine to a Printer (not included)

1). Connect one end of the printer cable (not included) to your printer.

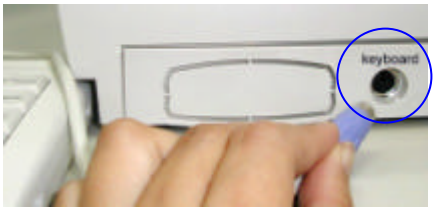
2). Connect the other end to the **PRINTER** port of your machine.

(7) Connecting the ADF (Automatic Document Feeder) Cable

Connect the ADF cable (from the document cover) to the **ADF** port.

(8) Connecting the Keyboard

Connect the cable of keyboard to your machine.

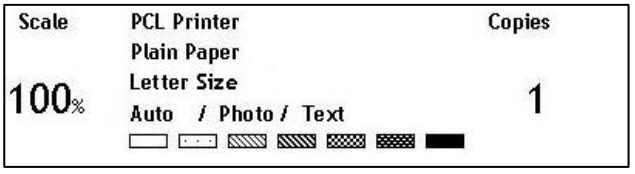


(9) Connecting the Power and Turning on Your Machine

1). Connect the small end of the power cable to the **POWER** port of your machine.

2). Connect the other end to appropriate power outlet.

3). Press the power switch to the "I" position to turn on your machine. After showing the warming up message, the LCD display prompts the **Copy** ready status as shown below.



(10) Setting up Network Information

Press the **Menu** button and select **"Network Configuration"** to prompt the **Network Setting** screen**,** on which you are required to type your network information. (For actual network information, please contact your network administrator.) Be sure to select **"Save & Exit**" on the screen to save your network settings or **Exit** to leave the screen without saving settings.

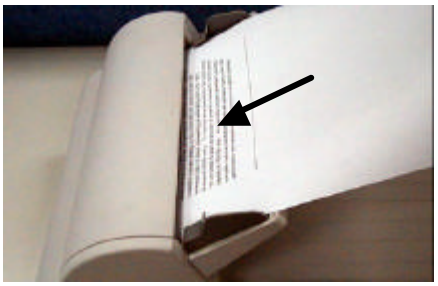
1. IP Address:	. . .
2. Subnet Mask:	. . .
3. Gateway IP:	. . .
4. SMTP Server:	. . .
5. Filing Server	. . .
6. NTP Server:	. . .
7. Save & Exit:	
8. Exit:	

The Network Setting on the LCD display

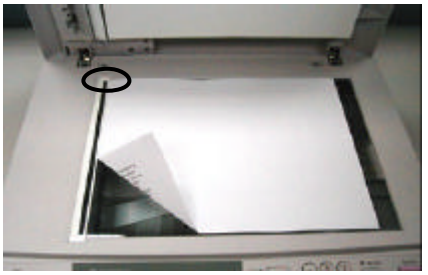
(11) Placing Your Documents

Place your original documents either in the ADF for multiple-page transmission or on the document glass for single-page transmission. Make sure the top of your page feeds in first in the ADF or near the home position on the glass (see the circle mark below).

Place your document **FACE UP** on the ADF.



Or place it **FACE DOWN** on the glass.



2 Operation

(1) Making Copy To Your Printer

 Press the **COPY** button. (Copy mode is factory default working mode.)	Enter your copy count via the numeric keypad **Or** select your scaling via the Scaling selection key (Zoom range: 25%~400%)	 Mono Press the **Mono** button to make B&W copy. Color Press the **Color** button to make color copy.

(**P.S.**: Pressing the key increases the output resolution, and is applicable to both E-Mail and Filing functions.)

(2) E-Mailing Documents To An Address

 Press the **E-MAIL** button.	Enter an email address with your keyboard or with the character keypad **Or** press " **Address Book/Folders** " to select from the list (Press to select an address, and then)	 Mono Press the **Mono** button to send your document in B&W. Color Press the **Color** button to send your document in color.

(3) Filing Documents To A Server

Press the **Filing** button.

Enter a file folder name with your keyboard .

Or press **"Address Book/Folders"** to select from the list

(Press to select a folder, and then)

Press the **Mono** button to file your document in B&W.

Press the **Color** button to file your document in color.

Note: For more information about how to operate the machine, please refer to the user's manual in the CD-ROM.

3 Technical Support

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FAX: +1 (510) 739-6060
EMAIL: support@avision-labs.com
Web Site: http://www.avision.com

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Web Site: http://www.avision.com.tw

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P/N 251-0214-0 V1.0

IMAGE SCANNER IS100e

Operating Instruction Manual

Ricoh Corporation

Safety Information

When using this equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

> ⚠ ***WARNING:***
> Indicates potentially hazardous situations, which if instructions are not followed, could result in death or serious injury.
>
> ⚠ ***CAUTION:***
> Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ ***WARNING:***

Only use the AC adapter included with the equipment. Using other AC adapters may cause an electric shock or fire.

To avoid hazardous electric shock or fire, do not remove any covers or screws other than those specified in this manual.

⚠ ***CAUTION:***

Disconnect the power plug by pulling the plug, not the cable.

Do not touch the metal fingers of the ADF pad module. The edges are sharp and touching them may result in injury.

Precautions

Do not install the equipment near heating or air conditioning units.
Do not install the equipment in a humid or dusty place.
Be sure to use the proper AC power source.
Place the equipment securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.
Retain the box and packing materials for shipping purposes.

Notice

Important

Do not make copies of any item for which copying is prohibited by law.

Copying the following items are normally prohibited by the local law:

Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, pass-ports, driver's licenses.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this, images similar to bank bills may not be copied properly.

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The proper names of the Windows operating systems are as follows:

The product name of Windows® 95 is Microsoft® Windows 95.

The product name of Windows® 98 is Microsoft® Windows 98.

The product names of Windows® 2000 are as follows:

Microsoft® Windows® 2000 Advanced Server

Microsoft® Windows® 2000 Server

Microsoft® Windows® 2000 Professional

The product name of Windows® Me is Microsoft® Windows Millennium Edition (Windows Me).

The product names of Windows® XP are as follows:

Microsoft® Windows® XP Professional

Microsoft® Windows® XP Home Edition

The product names of Windows NT® 4.0 are as follows:

Microsoft® Windows NT® Server 4.0

Microsoft® Windows NT® Workstation 4.0

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The manufacturer makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of fitness for a particular purpose.

The manufacturer shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

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1 Getting Started

Introduction

Thank you for purchasing our IMAGE SCANNER IS100e, an internet appliance. IMAGE SCANNER IS100e offers an unprecedented document delivery technology, transmitting paper documents electronically over the internet and intranet. With IMAGE SCANNER IS100e, you have power to instantly send your business document to designated recipients at any place in the world. When you apply IMAGE SCANNER IS100e to your work, you no longer need to run to a copy center for making copy and someone's computer for filing document, not to mention wasting cost and time in the postal mail method.

Best of all, with the addition of a laser printer and a server, IMAGE SCANNER IS100e is able to perform digital copying and filing. This innovation provides business users with a cost-saving way to upgrade regular office equipments to an internet appliance, and to consolidate business-to-business e-Commerce.

Features

E-mail Forwarding:

Connected to an Ethernet network and a SMTP server, IMAGE SCANNER IS100e allows you to transmit document(s) over the internet via e-mail. With a touch of the e-mail key and the selection of your recipients' e-mail addresses, the document(s) is/are first scanned and converted into an image file, and then transmitted to remote recipients within minutes.

Filing Document:

IMAGE SCANNER IS100e allows you to send your documents to a server or a personal computer's file folder over intranet with FTP, HTTP or CIFS protocol.

Such a filing management frees up your desk space and delivery time because only one machine is shared by many users.

Digital Copying:

Connected to a color or black and white laser printer, IMAGE SCANNER IS100e becomes a digital copier. With an intuitive control panel, making digital copy becomes fast and easy.

Multiple Pages Sending:

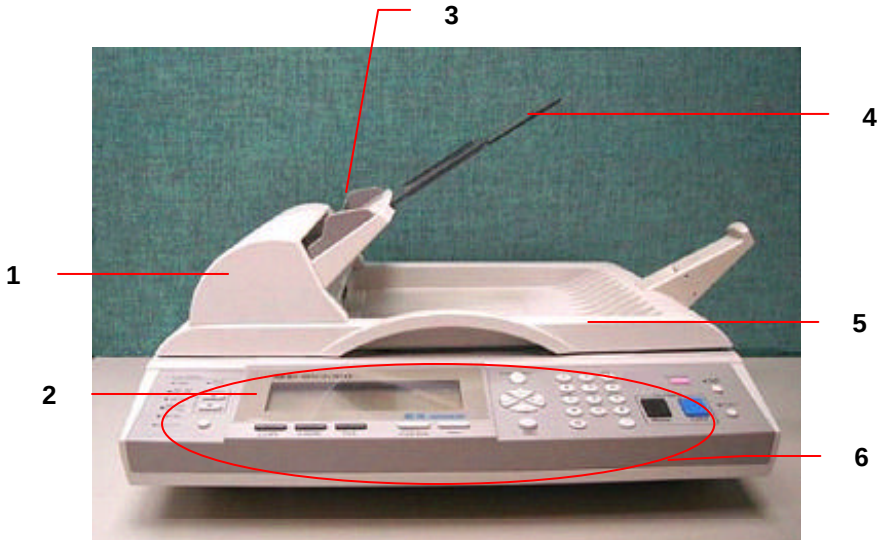
With the built-in Auto Document Feeder, IMAGE SCANNER IS100e allows a stack of 25 page document(s) to be continuously scanned at one time in reliable quality, so as to increase your efficiency.

Address Book/Folders Managing:

IMAGE SCANNER IS100e provides a convenient way to manage the address and file folders. Simply by typing the machine's IP address in the URL field of your browser, IMAGE SCANNER IS100e web page will be prompted. This web page allows the administrator to create a list of e-mail addresses and filing folders and password for security purpose.

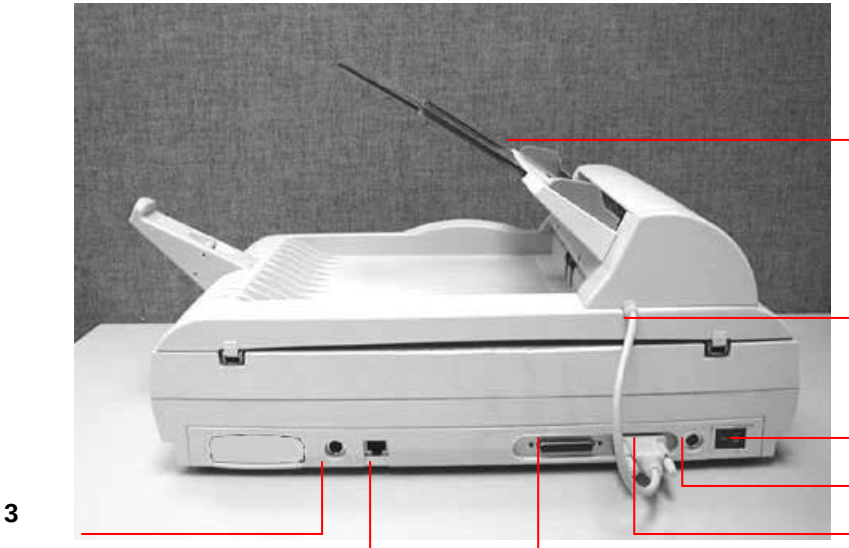
External View

THE FRONT VIEW



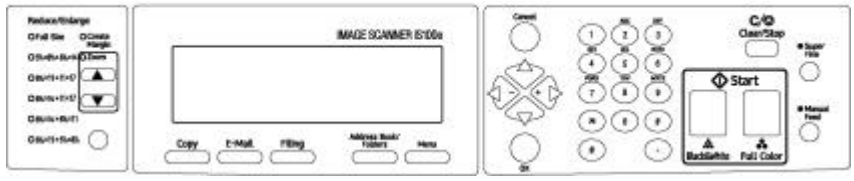
1. ADF Front Cover
2. LCD-display
3. ADF Paper Tray
4. ADF Paper Support
5. Document(s) Cover
6. Control Panel

THE REAR VIEW



1. Paper Feed Tray
2. ADF Cable
3. Keyboard Port
4. RJ-45 Network Port
5. Power Switch
6. Power Jack
7. ADF Port
8. Printer Port

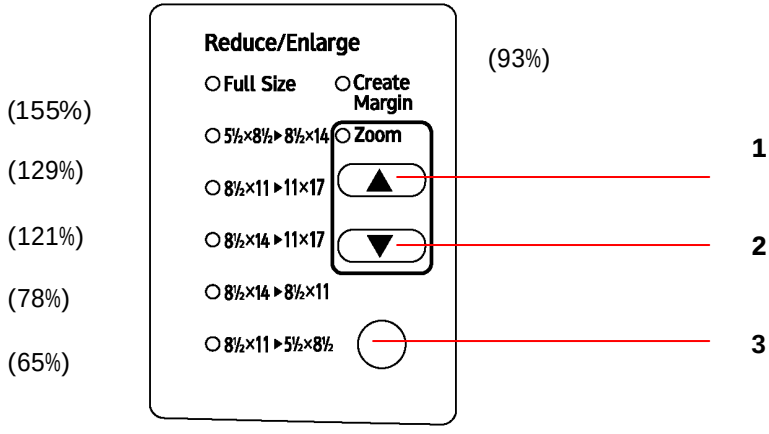
Control Panel



Part A **Part B** **Part C** **Part D**

Part A: Scaling Area:

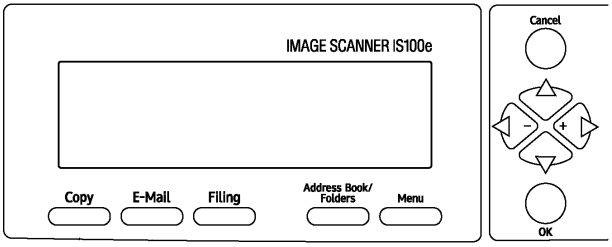
Used to reduce document(s) down to 25% or enlarge it up to 400%.



1. Increase scaling in 1% increment
2. Decrease scaling in 1% Decrement
3. Select scaling from the preset percentage

Part B: LCD-display & Function Keys:

Used to display current operation and select key working mode.

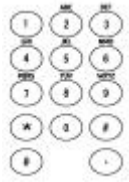


Function Keys and others:

Copy	Press to use the Copy function.
E-Mail	Press to use the e-mail function.
Filing	Press to use the filing function.
Address Book/ Folders	Press to select an e-mail address from an address book or folder name from a folder book.
Menu	Press to setup the machine.
Cancel	Used to cancel previous input.
	Used to move to up/down/left/right. Written in this manual as the **"up"/"down"/ "left"/"right"** key
	Used to move to the left or to delete last input. (This is the **"left"** key.)
OK	Used to select your command.

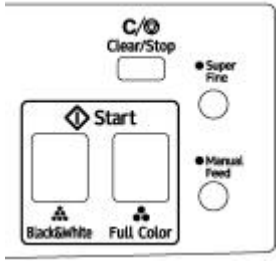
Part C: The Numeric/Character Keypad:

Used to enter the network parameters or copy page number.



Part D: Start & Other Keys:

Used to select scanning resolution and start sending or copying document(s).



C/⊘ Clear/Stop	Used to stop sending process or clear previous operation.
● Super Fine	Stands for Super Fine. Used to enhance scanning resolution.
Black&White	Used to scan and send document(s) in black and white.
Full Color	Used to scan and send document(s) in color.
● Manual Feed	Used to enable multi-batch document scanning. (Note: Press this key when loading more than 25 pages on the ADF or more than one page on the flatbed.)

Pre Installation Information

IMAGE SCANNER IS100e has to be setup properly on your network to perform e-mail and filing functions. The following network parameters have to be set. For required information and LAN connection, please contact your network administrator.

Important !

Make a copy of the following table and ask your Network Administrator to complete the information.

1. IP Address:	. . .
2. Subnet Mask:	. . .
3. Gateway IP:	. . .
4. DNS Server:	. . .
5. NTP Server:	. . .
6. SMTP Server:	. . .
7. SMTP Port:	. . .
8. POP3 Server	. . .

Explanation of contents:

1. *IP Address:	The Internet Protocol (IP) address assigned to your machine by your network administrator.
2.Subnet Mask:	The net mask address assigned by your network administrator.
3. Gateway IP:	The gateway IP address assigned by your network administrator.
4.DNS Server	The IP address of DNS Server assigned by your network administrator.
5. NTP Server:	The IP address of your *NTP server.
6. *SMTP Server:	The IP address of your SMTP Mail Server assigned by your network administrator.
7. SMTP Port:	The port number of your SMTP Mail Server
8. POP3 Server:	The IP address of your POP3 server. (Only for your POP3 server's authentication)

Note:

1. ***IP Address: An IP (Internet Protocol) address uniquely identifies a host connection to an IP network. System administrator or network designer assigns the IP address. The IP address consists of two parts, one identifying the network and the one identifying your node.**

   The IP address is usually written as four numbers separated by periods. Each number can be zero to 255. For example, 10.1.30.186 could be an IP address.

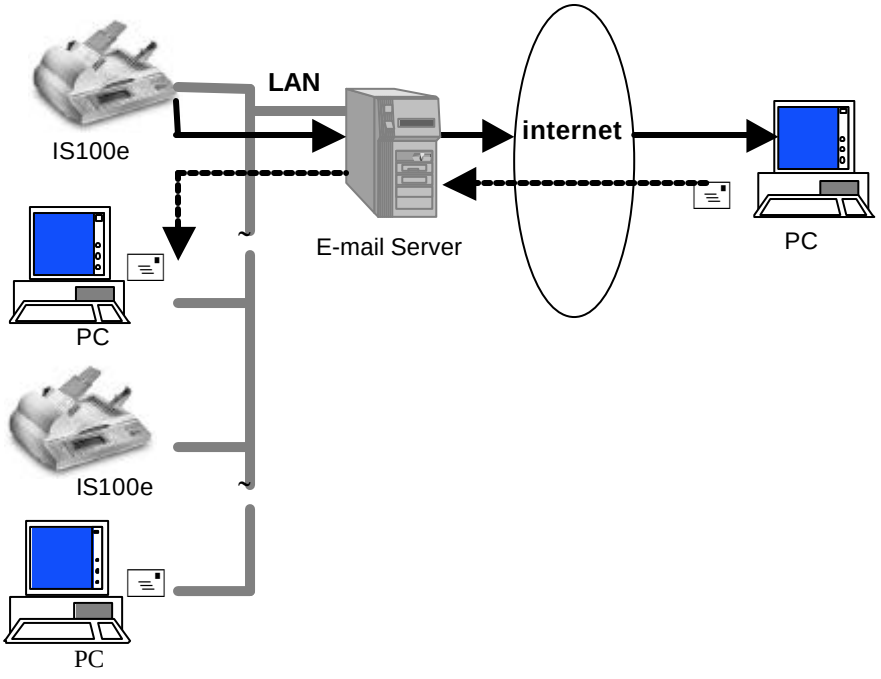
2. ***NTP: Stands for Network Time Protocol. It is the main time protocol used on the internet.**

3. ***SMTP: Stands for Simple Mail Transfer Protocol. It is the main communication protocol used to send and receive e-mail on the Internet.**

E-MAIL FORWARDING

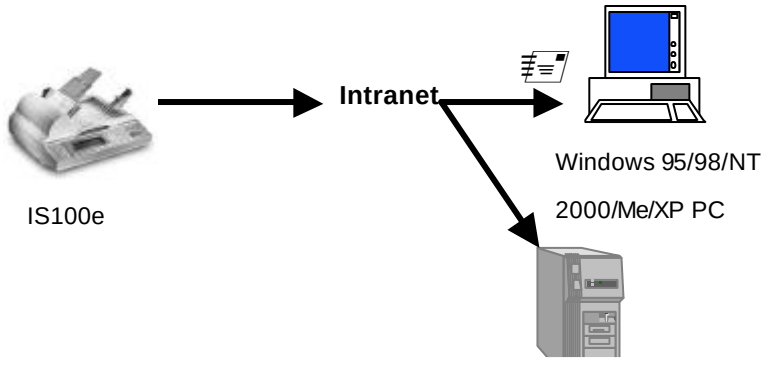
IMAGE SCANNER IS100e allows you to transmit document(s) over the Internet via e-mail. The document is first scanned and converted into a jpeg-formatted or a pdf-formatted file, and then transmitted to a remote recipient as an attachment to an e-mail.

When you send an e-mail to someone via IMAGE SCANNER IS100e, IMAGE SCANNER IS100e uses Simple Mail Transfer Protocol (SMTP) to transfer your outgoing e-mail to your SMTP mail server, and then to send your e-mail to the Internet.



Filing document over intranet:

Through the intranet with FTP, HTTP, CIFS, or AVPP protocol, IMAGE SCANNER IS100e allows you to put document directly to a designated server or personal computer's file folder in one of these compressed formats, pdf, tiff, and jpeg. CIFS is the sharing system of Microsoft Windows. What's unique about this filing function is to let entire corporate users share one machine to send documents to each desired file folder on a designated server or individual computer. Don't need to go back to office desk to use those stone-age scanners, copiers, image-compressed software, etc.. Your office desk space will not be occupied by too many electronic devices, and working time and production cost are definitely reduced due to the efficient use of corporate intranet.



2 Setting up Your Machine

Minimum Configuration Requirements

To make the best of IMAGE SCANNER IS100e, the following configuration is required:

To send e-mails from IMAGE SCANNER IS100e:

- TCP/IP network
- A SMTP server

To file document(s) via intranet

- FTP, HTTP, CIFS, or AVPP Protocol environment
- Windows 95, Windows 98, Windows NT, Windows 2000, Windows Me, Windows XP, HTTP or FTP server

To make copies from IMAGE SCANNER IS100e:

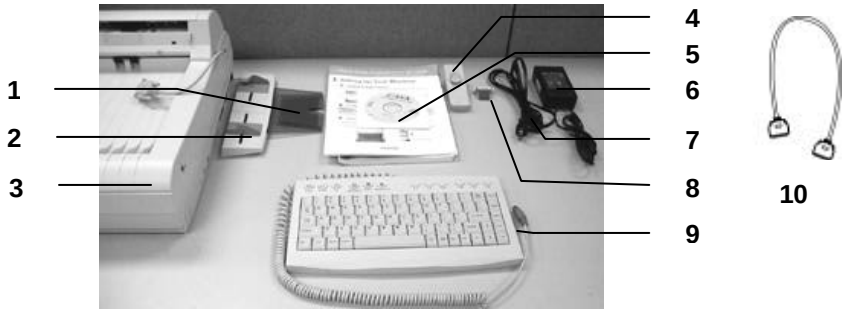
- A PCL/PS-compliant laser printer

Note: you can print with the documents with the correct color profiles by downloading the printer profiles for your printer. For details, see Network Management Tools manual in the packaged CD-ROM and please ask our service representative.

Note: **If you are not familiar with these terms, contact your network administrator to set up IMAGE SCANNER IS100e on your network properly.**

Checking Package Contents

Unpack the box and check its components. If there is any item missing, contact your dealer immediately.

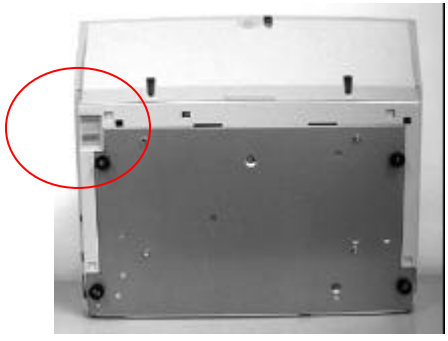


1. Paper Feed Tray
2. Paper Support
3. IS100e Main Body
4. Paper Stopper
5. User's Manual, Quick Guide, CD-ROM
6. Power Adapter
7. Power Cord
8. ADF Pad
9. Keyboard
10. Printer Cable

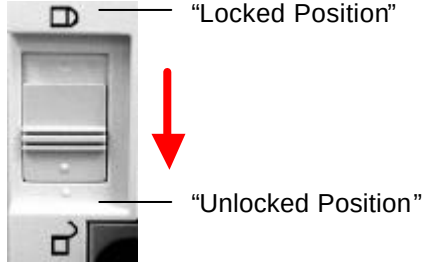
Unlocking the Scan Unit

The scan unit is locked during transport to protect the scanning mechanism from being damaged. ***Be sure to unlock the scan unit before using the machine.***

1). Locate the lock switch underneath the machine.



2). Move the lock switch to the **"unlocked position"**.

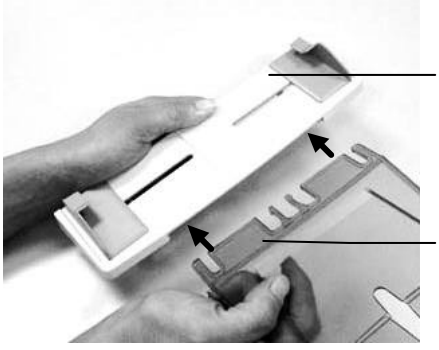


Note:
If you need to move your IMAGE SCANNER IS100e for repair or any other reason, be sure to lock your IMAGE SCANNER IS100e before moving. To lock your IMAGE SCANNER IS100e, please do the following,

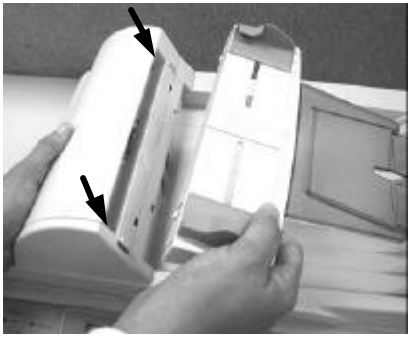
1. **Turn off your IMAGE SCANNER IS100e.**
2. **If the scanning head is not located at the front of the glass, turn IMAGE SCANNER IS100e on to return the scanning head to the front of the glass. After the scanning head is returned to the home position, turn the power supply off.**
3. **Move the lock switch to the "Locked Position".**

Installing the Paper Feed Tray

1). Attach the Paper Support to the Paper Feed Tray.



2). Then, attach the Paper Feed Tray to the machine.



Connecting the Cables

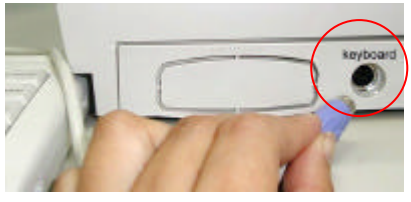
CONNECTING THE ETHERNET CABLE

1. Connect one end of your Ethernet LAN cable to an available port of your Ethernet Hub.

2. Connect the other end to the network port at the back of your IMAGE SCANNER IS100e.

CONNECTING THE KEYBOARD CABLE

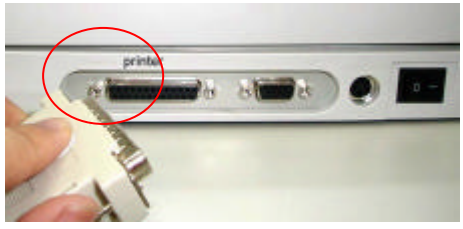
1. Connect the cable of the keyboard to the PS2 port at the back of IMAGE SCANNER IS100e.



CONNECTING THE PRINTER CABLE

1. Connect one end of the printer cable to your printer.

2. Connect the other end to the printer port of your IMAGE SCANNER IS100e.



CONNECTING THE ADF CABLE

Connect the ADF (Auto Document Feeder) cable (attached to the document(s) cover) to the ADF port at the back of IMAGE SCANNER IS100e.

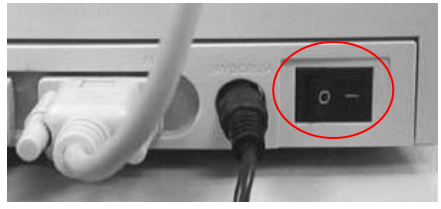
CONNECTING THE POWER AND TURNING ON THE MACHINE

1. Press the power switch to the “0” position to turn off IMAGE SCANNER IS100e.

2. Connect the small end of the power cable to the power port of your IMAGE SCANNER IS100e.

3. Connect the other end to an appropriate power outlet.

4. Press the power switch to the "I" position to turn on your IMAGE SCANNER IS100e. After showing the warming up message, the LCD display prompts the Copy ready status (present) as shown below.



Note: **You can leave your IMAGE SCANNER IS100e ON at all times since IMAGE SCANNER IS100e is designed with a power saving function. If IMAGE SCANNER IS100e is idle for four hours, it automatically shuts off the scanning lamp. Press any key to return from the power saving function.**

Setting up Your Network Parameters

Before using IMAGE SCANNER IS100e, please setup IMAGE SCANNER IS100e properly on your network to perform e-mail and filing functions. The following network parameters have to be set. For required information and LAN connection, please contact your network administrator.

To set up the network parameters via the control panel,

1. After turning on IMAGE SCANNER IS100e, press the **"Menu"** key and then the **Network Configuration** item to prompt the **Network Configuration** screen (see below) in the LCD-display.

   The access to the Network Configuration is blocked by the administrator password. It is recommended that an administrator create a password before perform these activities. Both Login and Password are in blank for the default.

1. IP Address:	**. . .**
2. Subnet Mask:	**. . .**
3. Gateway IP:	**. . .**
4. DNS Server:	**. . .**
5. NTP Server:	**. . .**
6. SMTP Server:	**. . .**
7. SMTP Port:	**. . .**
8. POP3 Server	**. . .**
9. Enable DHCP	
10. Save & Exit	
11. Exit	

The Network Parameter Settings

2. Consult your network administrator for the network parameters and enter them respectively.
3. Use the ▼ key to scroll the **Save & Exit** menu and press the **"OK"** key to save your setting.

Note:

1. ***NTP Server: Stands for Network Time Protocol. To set the correct clock on IMAGE SCANNER IS100e, it is recommended to fill in the IP address of your NTP server.**

2. **To set the clock for IMAGE SCANNER IS100e, in addition to entering the IP address of the NTP server, you are requested to choose the appropriate time zone in your area in the "Date/Time" field. To choose the appropriate time zone, please press the "Menu" and then "General" buttons on the Control Panel, then select your time zone in "Time Zone" field. Once you are done, IMAGE SCANNER IS100e is able to reflect the accurate local date and time each time the machine is powered on.**

3 Administration

This chapter describes how to perform the administrator activities either on the control panel or on IMAGE SCANNER IS100e web page.

The access to the administrator activities (Network Configuration and Administrator) is blocked by the administrator password. It is recommended that an administrator create a password before entering these activities. Both Login and Password are in blank for the default.

To Administer the setting screen via the LCD-display

1. Press the **"Menu"** key. The Setting screen appears as below.

1. General
2. Network Configuration
3. Copy
4. E-Mail
5. Filing
6. Function Buttons
7. Administrator
8. Information
9. Exit

2. Use the **"up"** key or the **"down"** key to move between the menus. Use the **"OK"** key to enter each menu. To exit from the menu, use the **"Cancel"** key. Press **Save&Exit** to save the changes and exit from the menu.

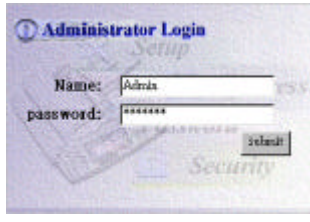
3. For the contents of each menu, please see the subsequent section, *Summary of Administrator Activities*.

To Administer IMAGE SCANNER IS100e's Web Page

Network Parameters which you consulted on page 2-8 must have been set before administer IMAGE SCANNER IS100e's Web Page.

1. Start your browser, either I.E or Netscape. Both I.E. and Netscape must be 4.0 or higher.
2. Type the IP address of your IMAGE SCANNER IS100e in the URL field of your browser. IMAGE SCANNER IS100e web page appears.

3. Click on **Administrator** to prompt the **Administrator Login** dialog. Enter your name and password and click **Submit**. Enter the same Value as you created on the LCD-display. Both Name and Password are in blank for the default.



The Setting screen appears as below.

4. For the contents of each menu, please see the subsequent section, *Summary of Administrator Activities*.

Summary of Administrator Activities

Activities	Description
Menu	
General	
Device Name	Displays the model name.
Date/Time	Current date and time.
Time Zone	Based on Greenwich Mean Time (GMT).
Network Configuration	
IP Address	IP address of your IMAGE SCANNER IS100e.
Subnet Mask	The IP address of your subnet mask.
Gateway IP	The IP address of your gateway.
DNS Server	IP address of your DNS Server.
NTP Server	IP address of your NTP server.
SMTP Server	IP address of your SMTP Server.
SMTP Port	The port number of your SMTP Server.
POP3 Server	The IP address of your POP3 server.
Enable DHCP	Select Yes when using DHCP.
Copy	
Printer Name	PCL/PS-compliant printer
Paper Type	Plain paper
Paper Size	**Choice: Letter, A4, Legal**
E-Mail	
Default Subject	Default text for the **Subject** field in e-mail messages from IMAGE SCANNER IS100e. **Up to 64 characters are allowed.** The default subject is used ***only*** when users did not enter anything in the **Subject** field in e-mail message from IMAGE SCANNER IS100e.
B/W File Format	File format for documents to be sent in black and white via e-mail from IMAGE SCANNER IS100e. **Choice: PDF, PCX, or TIFF**
Color File Format	File format of the color documents to be sent in color via e-mail from IMAGE SCANNER IS100e. **Choice: TIFF, JPG, and PDF**
B&W Fine Resolution	The scanning resolution you choose to scan from IMAGE SCANNER IS100e. **Fine** (75 dpi, 100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi)
B&W Super Fine Resolution	The enhanced scanning resolution you choose to scan from IMAGE SCANNER IS100e. **S.Fine**(100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi)
Color Fine Resolution	The scanning resolution you choose to scan from IMAGE SCANNER IS100e. **Fine** (75 dpi, 100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi)
Color Super Fine Resolution	The enhanced scanning resolution you choose to scan from IMAGE SCANNER IS100e. **S. Fine** (100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi)

Activities	Description
Menu	
Document Type	The contents for your document. **Choice: Text** and **Photo**
Compression	The compression level for the documents you send from IMAGE SCANNER IS100e. **Choice: Low, Medium, and High**
Enable Background Removal	Remove the scanned image background
Filing	
Default File Name	The file name for filing a document without extension. Using #Y#H#M#D#h#m#s makes file name change as time goes. (Y(y),H(h),W(w),D(d),M,m,and S represent year,hour, week, date ,month, minute, and second respectively.)i.e., Myfile#m#s lets the file name show minutes and seconds at the last part of file name like Myfile1120, Myfile1260,etc..
B/W File Format	File format for documents to be sent in black and white via e-mail from IMAGE SCANNER IS100e. **Choice: PDF or TIF**
Color File Format	File format of the color documents to be sent in color via e-mail from IMAGE SCANNER IS100e. **Choice: TIF, JPG, and PDF**
B&W Fine Resolution	The scanning resolution you choose to scan from IMAGE SCANNER IS100e. **Choice: Fine** (75 dpi, 100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi)
B&W Super Fine Resolution	The enhanced scanning resolution you choose to scan from IMAGE SCANNER IS100e. **Choice: S.Fine**(100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi)
Color Fine Resolution	The scanning resolution you choose to scan from IMAGE SCANNER IS100e. **Fine** (75 dpi, 100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi)
Color Super Fine Resolution	The enhanced scanning resolution you choose to scan from IMAGE SCANNER IS100e. **S. Fine** (100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi)
Document Type	The contents for your document. **Choice: Text** and **Photo**
Compression Rate	The compression level for the documents you send from IMAGE SCANNER IS100e. **Choice: Low, Medium,** and **High**
Enable Background Removal	Remove the scanned image background

Activities	Description
Menu	
Function Buttons	
Button #1~6	Setting up the most frequently used messages of Homepage (with the use of the function keys Fn#1-6 on the keyboard packaged along with the machine) **Choice: Copy, E-mail, and Filing**
Administrator	
Admin. Login Name	Logging in the administrator's name on IMAGE SCANNER IS100e If the administrator intends to change the current user name, please key in his new name in this field and then re-log in. Note: It is allowed to enter 16 alphabets in this filed at most. Upper and lower letters cannot be substituted on every alphabet.
Admin. E-Mail Address	The E-Mail address for the administrator on IMAGE SCANNER IS100e. If administrator intends to change his e-mail address, please input new e-mail address in this field.
Admin. Password	Administrator's Password on IMAGE SCANNER IS100e. If administrator intends to change his password, click the right button twice on the mouse, and the window of "**Change Password**" will show up to allow the administrator change the password.

Activities	Description
Menu	
Logon Mail server	E-mail Function for IMAGE SCANNER IS100e. The authentication method (NO, SMTP or POP3) set up in IMAGE SCANNER IS100e administrator e-mail system can cooperate with the e-mail server utilizing SMTP or POP3 to convey messages. Note: It is needed to set the IP address on the designated POP3 Server in Network Configuration if POP3 authentication is used. If SMTP or POP3 is used for authentication, the administrator has to employ the management software (web page management or web site manager software) to key in the user name (same as the account number of SMTP or POP3) set for the entry to IMAGE SCANNER IS100e device on the User Profile Function and the e-mail address (The e-mail address will show up on the "From" field in the E-mail LCD screen of IMAGE SCANNER IS100e, and can not be changed by the user.) If the user has not logged in this data on IMAGE SCANNER IS100e, he or she will not be allowed for the access to IMAGE SCANNER IS100e even though he or she has the account number and password of SMTP or POP3. As the administrator finishes setting up the above-mentioned configuration, the user can enter into IMAGE SCANNER IS100e. When user press the **"E-Mail"** key on the panel, the Logon window will show up on LCD, then please input the user name (SMTP or POP3 account number) set up previously and the password. IMAGE SCANNER IS100e will convey these user name and cipher to SMTP or POP3 server for authentication. After passing the authentication, IMAGE SCANNER IS100e will examine whether the user is registered to employ the system. If the user is not registered, then the system will reject his log-in. Otherwise, the system will copy the registered e-mail address to the "From" field, and the user cannot change the content of this filed at this moment. After completing scanning and transporting documents and if no more work is left to be done, please press the Logout key on the keyboard to log out the system in order to avoid people to misuse the user's e-mail account for sending e-mails. If there is no movement within 3 minutes, the system will log out automatically. **Choice: SMTP, POP3, and No**
Logon Filing server	If "Yes" is selected, then the user is required to enter the Password of Folder's Server UID on the FilingServer for file saving. If being set as "No", then the system will bring out the password on the FilingServer automatically in order to streamline the operation. **Choice: Yes, No**

Activities	Description
Menu	
Add "To" Address After Sending	If "Yes" is selected, when finishing sending E-mail, there will be a conversation window inquiring whether user wishes to add the new e-mail address to IMAGE SCANNER IS100e's address book. **Choice: Yes, No**
Add New Folder After Filing	If "Yes" is selected, when finishing filing, there will be a conversation window inquiring whether user wishes to add the new folder to IMAGE SCANNER IS100e's file folder. **Choice: Yes, No**
E-mail Default From	The default e-mail address of the sender when sending e-mails. It is not allowed to exceed 64 alphabets or numbers in this field. If user leaves the sender address field blank, then the system will automatically send the message from the default sender's e-mail address.
Login GlobalScan	Please refer to GlobalScan manual for details.
Save Current Settings as Default	Change the current settings as default. If user changes the configurations of Copy, E-Mail, Filing or TCP/IP on the panel currently used or the management web page, this function shall save permanently these new settings to the memory of the device.
Information	
	Demonstrate the type number, IP Address, Serial Number, and F/W Version of IMAGE SCANNER IS100e

Activities	Description
Address Book Item	
E-mail	The e-mail addresses set in IMAGE SCANNER IS100e. There are at most 2,000 entries of e-mail addresses in IMAGE SCANNER IS100e. **Choice: Add, Delete, and Modify**
Group	Group (a group includes at least one or above e-mail addresses) It is allowed to set up 50 groups at most, and each group can contain 99 e-mail addresses. **Choice: Add, Delete, and Modify**
Folder Item	
Folders	It is allowed to create 50 folders at most in IMAGE SCANNER IS100e. The preset content of the folders contains Name (name of the folder), Protocol (TCP/IP), Server IP (IP address of the filing server), Directory (path of the filing directory), Server UID (log-in account number of server), and Password (for logging in Server UID). Please refer to chapter 5 for more details. **Choice: Add, Delete, and Modify**

4 Managing the Address Book

Our Java-Manager is a convenient browser-based tool to manage the address book of IMAGE SCANNER IS100e remotely. Since only the administrator can manage the address book, it is highly recommended that the administrator read this chapter before using IMAGE SCANNER IS100e.

Managing Your E-mail Address Book

ADDING AN E-MAIL ADDRESS

To add an e-mail address,

1. Start your browser, Microsoft I.E. or Netscape Communicator.
2. Type IP address of your IMAGE SCANNER IS100e in the URL field.
   For example, http://xxx.xxx.xxx.xxx
   IMAGE SCANNER IS100e web page appears as shown below.

Note: The web page is best viewed at a 1024 x 768 dpi resolution.

3. Press the **Administrator** button to prompt the **Login** dialog.

4. Enter the name and password of the administrator and press the **"Submit"** button. The **Administrator** screen appears.

5. Press **"@ddress"** to prompt the **Address Book** dialog.

6. Press the **E-mail** icon and choose **Add** to prompt the **Add a New E-mail Address** dialog.

7. Enter a local user's name, password, and e-mail address, and click **Continue** for the next input or **Finish** to temporarily save the latest data and return to the main screen.

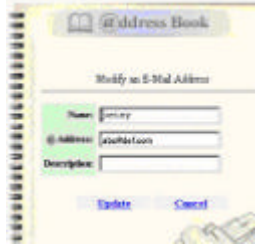
8. Click **Save** to permanently save all the latest data on IMAGE SCANNER IS100e, or **Exit** to leave without saving any latest data.

MODIFYING E-MAIL ADDRESSES

To modify e-mail addresses,

1. Repeat Step 1 to Step 5 from the previous section, *Adding E-mail Addresses*. The Address book dialog appears.

2. Click the **E-mail** icon and choose the address you want to modify from the list. A Modify E-mail address dialog appears.



3. Modify your address.

4. Click **Update** to temporarily save the latest data, or **Cancel** to exit.

5. Click **Save** to permanently save all the latest data on IMAGE SCANNER IS100e, or **Exit** to leave without saving any latest data.

DELETING E-MAIL ADDRESSES

To delete e-mail addresses,

1. Repeat Step 1 to Step 5 from the previous section, *Adding An E-mail Address*. The Address Book dialog appears.

2. Click the **E-mail** icon on the top and choose the addresses you want to delete from the list.
3. Click **Delete** to erase the address. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit.
4. Click **Save** to permanently save all the latest data on IMAGE SCANNER IS100e, or **Exit** to leave without saving any latest data.

Managing Your Groups

ADDING NEW GROUPS

To add new groups,

1. Repeat Step 1 to Step 5 from the previous section, *Adding An E-mail Address*. The Address book dialog appears.

2. Click the **Group** icon and choose **Add** to prompt the **Add A New Group** dialog.

3. Enter your group name.
4. Choose the address from the right side and click ← to add to the group.
5. Click **Continue** for the next input or **Finish** to temporarily save the latest data and return to the main screen.
6. Click **Save** to permanently save all the latest data on IMAGE SCANNER IS100e, or **Exit** to leave without saving any latest data.

MODIFYING GROUPS

To modify groups,

1. Repeat Step 1 to Step 5 from the previous section, *Adding An E-mail Address*. The Address book dialog appears.

2. Click the **Group** icon on the top and choose **Modify** to display the **Modify A Group Set** dialog.

3. Choose one member you want to delete from the group and click the → key to delete or insert a new member from the current addresses by choosing the address on the right side and clicking the ← key to insert to the group.

4. Click **Update** to temporarily save the latest data, or **Cancel** to exit.

5. Click **Save** to permanently save all the latest data on IMAGE SCANNER IS100e, or **Exit** to leave without saving any latest data.

DELETING GROUPS

To delete groups,

1. Repeat Step 1 to Step 5 from the previous section, *Adding An E-mail Address*. The Address Book dialog appears.

2. Click the **Group** icon and choose the group name you want to delete from the list.
3. Click **Delete** to erase the number. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit.
4. Click **Save** to permanently save all the latest data on IMAGE SCANNER IS100e, or **Exit** to leave without saving any latest data.

Note: A Group can be a combination of several e-mail addresses.

5 Managing Filing Folders

Settings on the Server

FTP

FTP uses RFC 959[FTP] as its protocol. Therefore, please make sure you have legal FTP account with the privilege of writing under the directory to save the files and the password before using FTP to save the files. To add a sub-directory from IMAGE SCANNER IS100e, you need to have the privilege of adding a new directory. When setting <NEW FOLDER> in IMAGE SCANNER IS100e, fill the account and password in the field of Server UID and Password respectively.

HTTP and AVPP

Both HTTP and AVPP use RFC 2616[HTTP 1.1] as their protocol. If you are not using the HTTP port or AVPP port 80 to save the files, you must change the HTTP Port or AVPP Port of IMAGE SCANNER IS100e to the port for the Web Server.

Generally speaking, Web Server, such as IIS or the other HTTP server, will use anonymous account for authentication, so that the user can link directly to the web page without entering the user name and password first. Hence, if the HTTP or AVPP Server allows anonymous account for authentication when you use IMAGE SCANNER IS100e to keep the files, there is no need for setting any text in the field of ServerID and Password of IMAGE SCANNER IS100e.

On the other hand, if IIS or HTTP server does not allow anonymous account for authentication connecting to the web page, the user will be prompted to enter the user name and password first while connecting to the web site. In this mode, the file saving feature is available only when entering the user name and password permitted by the server in the field of ServerID and Password for IMAGE SCANNER IS100e respectively.

Therefore, please make sure the mode that your Web Server allows before using HTTP or AVPP for files saving. If anonymous access mode is not allowed, you must have legal HTTP account and password.

Since IMAGE SCANNER IS100e will check whether the directory for file saving really exists before proceeding the files saving and then write the file after scanning to the specified directory, you have to set the directory for files saving as "browse" and allow for writing in Web Server; otherwise, IMAGE SCANNER IS100e will not be able to write the file into the directory.

If you wish to use IMAGE SCANNER IS100e to save files, in addition to making some settings in Web Server, you will have to confirm the account with the privilege of writing for connecting Web Server; otherwise, IMAGE SCANNER IS100e will not be able to "write" the scanned file in the file system.

Note:

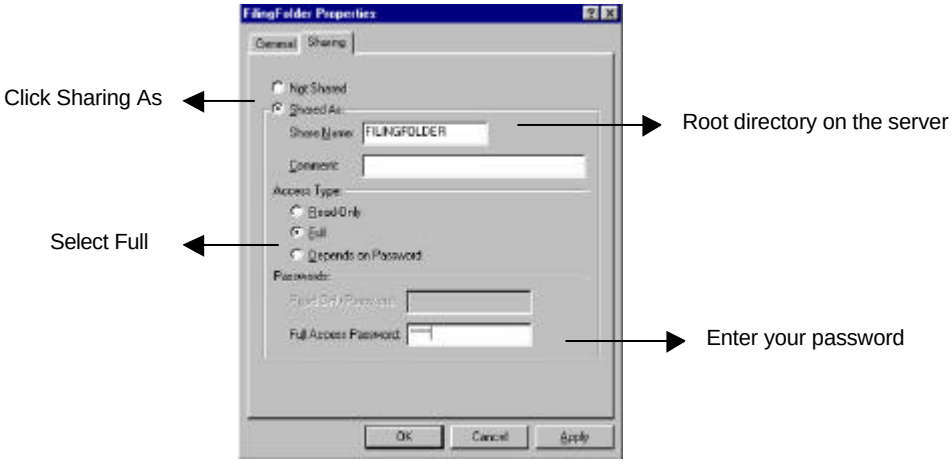
1. Please note that HTTP and AVPP cannot add server sub-directory from IMAGE SCANNER IS100e.
2. When using Apache as HTTP server, according to the document, it must have SCRIPT to run HTTP PUT method. Although the document is attached with a Perl for example, you will need to modify it before applying it, since IMAGE SCANNER IS100e uses Transfer-encoding of Chunked. In addition, the Apache will have to be set to accept HTTP PUT command in order to accept IMAGE SCANNER IS100e for files saving. For more information, refer to the related document of Apache.

CIFS (WINDOWS NETWORK SHARE)

CIFS is a file saving protocol generally used for "resource sharing" of network in Microsoft Windows systems. Please set up the "shared directory" per the network settings for sharing in Microsoft Windows. Generally, under the Windows 95/98/Me Share level mode, use the "Full Control" password for the directory as the password of IMAGE SCANNER IS100e folder and leave the Server UID field blank. Under the User level mode of Windows NT/2000/XP, use the account and password with the privilege of "write" as the Server UID and Password of IMAGE SCANNER IS100e folder.

Note: Windows NT can use local account as files saving account only. If adding a Windows NT domain, the domain account is not suitable as files saving account.

Below is the Windows 98 CIFS server sharing set up screen for your reference.



Filing Terminology

Folder Name: Name a folder to hold all set-up information.
(Note: The folder names cannot be repeated.)

Protocol: includes FTP, HTTP, AVPP, and CIFS.

Server IP: the IP address of a server.

Directory: The path name on Filing Server for saving image files. Please be noted that the directory setting is different according to Protocol. The route starts from the root directory (without slash) in FTP, HTTP, and AVPP. For example: FILINGFOLDER\image file.

When applying CIFS Protocol that is named by Microsoft Windows' UNC method, the route has to start from the computer's name with double counter-slash in the beginning. For example: \\YourComputer\FILINGFOLDER.

When choosing AVPP Protocol, the path has to start from entering the application program route and program name, for example:AVPPDEMO\APP1\Login.asp.

Server UID: The registration name for user to log in Filing Server. It is displayed as "User Name" on the web page.

When applying CIFS Server in Windows 95/98/Me system (that is Share level), there is no need to enter Server UID, therefore the settings is unnecessary. Nonetheless, if user utilizes CIFS Server in Windows NT/2000/XP (User level) system, then it is mandatory to enter user account name that is authorized to log into the system as well as to write on the above-mentioned directories.

Password: Login password to enter the filing server.

Adding a Filing Folder with the Control Panel

1. Press the **"Filing"** key and the **"Address Book/Folders"** key, and then select **<NEW FOLDER>** to generate a new folder.

The screen will appear as shown below, and please fill or choose your desired items.

Name : Myfolder
Protocol : CIFS
Server IP : 10. 1. 20.134
Directory : \\Your Computer\FILINGFOLDER
Server UID :
Password : *****
OK

2. If the Menu/Administrator/Add New Folder after Filing is set to Yes, the screen will show "Save new folder "<folder name>"?". If you select "yes", the folder will be saved to the machine's memory, and can be reused.

3. On the control panel, you can add new folders only. Updating or deleting folder function is available on IMAGE SCANNER IS100e's home page

ADDING NEW FOLDERS

To add a new folder,

1. Repeat Step 1 to 4 from the previous chapter, and click **Folder** icon to show up **Favorite Folder** dialog as shown below:

2. Click **Add** to prompt the **Favorite Folder** dialog.

3. Click **Continue** for the next input or **Finish** to temporarily save the latest data and return to the main screen.
4. Click **Save** to permanently save all the latest data on IMAGE SCANNER IS100e, or **Exit** to leave without saving any latest data.

MODIFYING FOLDERS

To modify a folder,

1. Repeat Step 1 in the previous section. The Favorite Folder's main screen appears, as below:

2. Click **Modify** to prompt Favorite Folder dialog screen as below:

Now, refer to the previous section to modify your folder content.

3. Click **Update** to temporarily save the latest data, or **Cancel** to exit.

4. Click **Save** to permanently save all the latest data on IMAGE SCANNER IS100e, or **Exit** to leave without saving any latest data.

DELETING FOLDERS

To delete a folder,

1. Repeat Step 1 in the previous section, the Favorite Folder's main screen appears, as below:

2. Click the **Delete** icon and choose the folder name you want to delete from the list.

3. Click **Delete** to erase the number. A warning message appears to confirm your deletion. Click **OK** to confirm or **Cancel** to exit.

4. Click **Save** to permanently save all the latest data on IMAGE SCANNER IS100e, or **Exit** to leave without saving any latest data.

6 Operation

With an intuitive control panel, IMAGE SCANNER IS100e is designed to be easy-to-use. Basically, operating IMAGE SCANNER IS100e takes three simple steps:

1. Load your paper either in the ADF or on the glass.
2. Choosing the **“E-Mail”**, **“COPY”**, or **“FILING”** Key, and input relative items respectively.
3. Press the **"Black&White"** or **"Full Color"** key to execute the command of filing, copying, and e-mailing your documents

The following sections describe in detail the prerequisites you should know and the advanced features on how to send your document(s), make copy, and file document with IMAGE SCANNER IS100e.

Loading Paper

IMAGE SCANNER IS100e can scan and send document(s) either in the ADF (Automatic Document Feeder) or on the glass. If you need to send multiple pages, please load your papers in the ADF. The ADF can hold up to 25 pages at one time. If you need to send pages from books, newspaper clippings, or paper with wrinkles or curls, please place your paper on the glass.

NOTICE ON USING THE ADF

Before using the ADF, please make sure that your paper meets the following specifications:

- Document(s) can range in size from 4.5 by 5.5 inches to 8.5 by 14 inches (Legal).
- Document(s) can range in weight from 14 to 28 lbs (0.002" to 0.006").
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.
- Keep the glass clean without document placed on it.

**** To transmit irregular types of document(s), place the document(s) on the glass or make a copy first and then transmit the copy instead.**

PLACING DOCUMENT(S) IN THE ADF

1. Make sure your document is free of staples, paper clips and is not tore out.

2. If you have multiple pages, fan your document(s) to avoid occasional paper jam. The ADF holds up to 25 pages at one time.

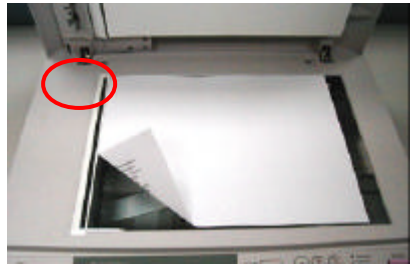
3. Place your document(s) with the text **FACE UP** in the ADF and make sure that the top of the pages is fed in first.

4. Adjust the Paper Guides to center the document(s) in the ADF.

PLACING DOCUMENT(S) ON THE GLASS

1. Open the document(s) cover to reveal the glass.

2. Place your document(s) with the text **FACE DOWN** on the glass and align the document(s) in the upper-right corner of the glass.

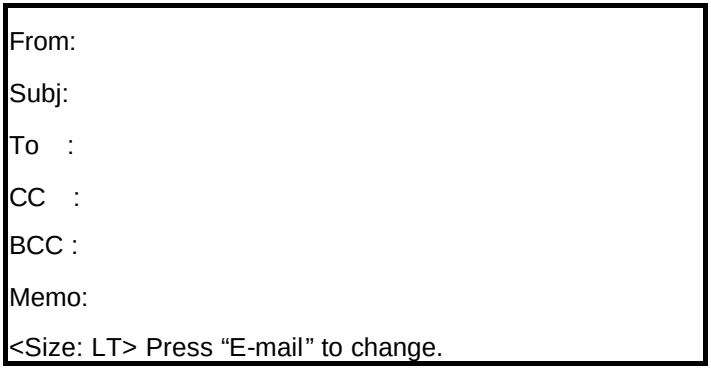


3. Close the document cover.

Sending E-mails

1. Place your document(s) face up in the ADF or face down on the glass.

2. Press the **"E-mail"** key. The LCD displays the E-mail screen.



You can make the temporary settings for your E-mail.

-Resolutions

You can select your scanning resolution between **Fine (75 dpi, 100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi)** and **Super Fine (100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi)** by pressing the **"Menu"** key and selecting **"E-mail"** then **"Fine Resolution"** or **"S. Fine Resolution"**. S. Fine Resolution is valid when the LED is lit.

-Manual Feed

You can enable multi-batch document scanning. Press the **"Manual Feed"** key when loading more than 25 pages on the ADF or more than one page on the flatbed. Manual Feed is valid when the LED is lit.

-Document Size

You can change the document size for the scanned documents. Press the **"E-mail"** key again and select the document size.

Choice: LT(8 1/2" x11"), LG(8 1/2" x14"), HLT(5 1/2" x8 1/2"), and A4

3. Enter your e-mail address manually with the keyboard. Or select the e-mail address from the address book via the **"Address Book/Folders"** key, select with the **"up"** and **"down"** key and press the **"OK"** key. Enter or select CC and BCC address as well, if necessary.

4. Enter the subject for your E-mail with the keyboard. If not entered, the message you entered in Default Sub. will be the subject of the e-mail.

5. Enter your e-mail message with the keyboard.

6. Press the **"Black&White"** key to send your document(s) in black and white. Or press the **"Full Color"** key to send your document(s) in color.

The LCD displays the scanning progress on the sending of your document(s) via e-mail.

Note:

1. **You can send your document to e-mail addresses simultaneously.**
2. **If the "Enable Security for Email" box has been checked, you have to enter the password to access the e-mail forwarding function.**
3. **If you make a mistake during the process, press the "Clear/Stop" key to cancel and return to the factory default settings.**
4. **If you have stopped typing in the From, Subject, To, CC, or BCC fields for three minutes, the LCD-display automatically clears what you have typed.**
5. **Up to 18 lines of text on the LCD-display (each line includes 34 characters) can be shown in the Memo field. Press Enter key on the keyboard to change the line.**
6. **When applying IMAGE SCANNER IS100e e-mail function to sending messages by way of cooperating with SMTP or POP3 authentication Mail Server and after setting the authentication method (SMTP or POP3) of the e-mail system in use, the administrator has to utilize management software (web page management or web site manager software) to key in on the User Profile screen the user name (same as the account number of SMTP or POP3) which is authorized to employ IMAGE SCANNER IS100e system on the machine and the e-mail address (The e-mail address will show up on the "From" field in the E-mail LCD screen of IMAGE SCANNER IS100e, and can not be changed by the user.).**

   If user does not register this information on IMAGE SCANNER IS100e, it is impossible to use this system even if he owns account numbers and passwords of SMTP or POP3.

   After finishing scanning and conveying documents, if no more work is left to be done, please press the Logout key on the keyboard to log out of the system in order to avoid people to misuse the user's e-mail account for sending e-mails. If there is no any other operation within 3 minutes, the system will log out automatically.

Making Copy

BEFORE MAKING COPY

Before making copy through the control panel, please do the following:

1. Make sure that your printer supports PCL or Postscript printer language.
2. Check if your printer has been properly connected to IMAGE SCANNER IS100e.

To make simple copy,

1. Place your document(s) either in the ADF or on the glass.

2. Press the **"Black&White"** key to send your document(s) in black and white. Or press the **"Full Color"** key to send your document(s) in color.

   The LCD displays the scanning progress of the printing of your document(s) from your printer.

Note: **If you make a mistake during the transmission process, press the "Clear/Stop" key to cancel and return to the factory default settings.**

ACCESSING COPY FEATURES

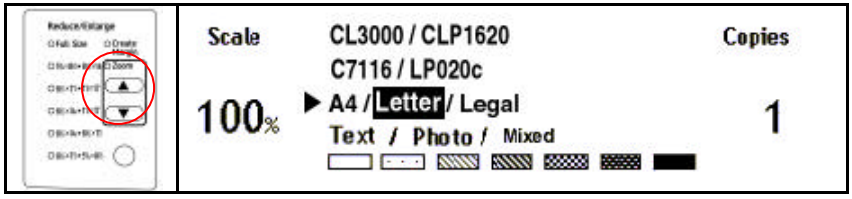
You can access a variety of copy features before pressing the **"Black&White"** or **"Full Color"** keys. These features include:

- Changing Scaling
- Adjusting Density
- Choosing Copy Quality
- Choosing Paper Size
- Increasing Copy Count
- Focusing on Text/Photo/ Mixed

CHANGING SCALING

To reduce or enlarge the original document,

1. Press the **"Copy"** key on the panel to prompt the Copy screen.



2. Press the ▲ key to enlarge your document in 1 percent increment. Or press the ▼ key to reduce your document in 1 percent decrement.

Or, press the round keys to choose your scaling from preset scaling from 155%, 129%, 121%, 93%(whole page), 78%, and 65%.

**** After you make your copy, the machine will automatically return to the preset settings.**

ADJUSTING DENSITY

IMAGE SCANNER IS100e is preset to the Normal level of density. If your original document comes with a lighter or darker contrast, you can improve the quality using the Adjusting Density feature.

To change your density,

1. Press the **"Copy"** key on the panel to prompt the Copy screen.

2. Press the **"down"** key to move your cursor down to the Density field.
3. Choose your desired density with the **"left"** key or the **"right"** key.

CHOOSING COPY QUALITY

IMAGE SCANNER IS100e is preset to **Fine** copy quality, the setting suitable for most business document(s). If necessary, this setting can be changed to **Super Fine** copy quality.

To choose your copy quality,

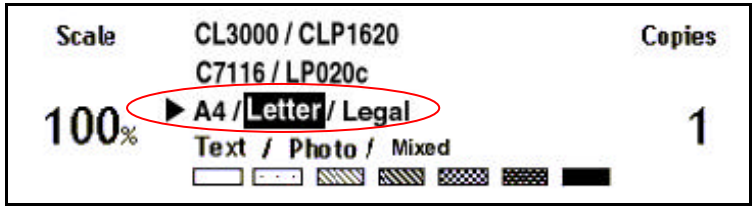
Press the **"Super Fine"** key to enhance your copy quality.

The **"Super Fine"** key appears with a lit LED.

CHOOSING PAPER SIZE

To change your input paper size,

1. Press the **"Copy"** key on the Control Panel to prompt the Copy screen.

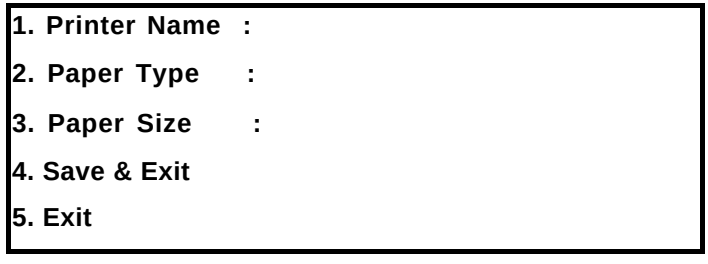


2. Press the **"down"** key to scroll down to the A4/Letter/Legal field.
3. Choose your focus with the **"left"** key or the **"right"** keys.

To change your preset output paper size,

Your machine is preset to Letter size. If your output paper size is different from Letter, change your output size.

1. Press the **"Menu"** key on the Control Panel.
2. Press the **"down"** key to scroll down to the Copy menu and press the **"OK"** key. The Copy menu appears.



3. Press the **"down"** key to scroll down to Paper Size and press the **"OK"** key to prompt the option.
(Letter (8 1/2" x11")/A4/Legal (8 1/2" x14"))

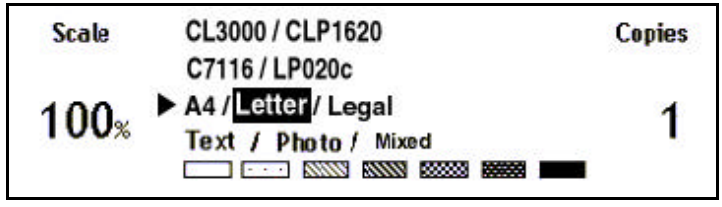
4. Choose the paper size with the **"left"** key or the **"right"** key and press the **"OK"** key.

INCREASING COPY COUNT

IMAGE SCANNER IS100e is preset to 1 copy count. If you wish to increase the number of copies, choose your desired copy count with the numeric keypad or keyboard.

To increase your copy count,

1. Press the **"Copy"** key on the Control Panel to prompt the Copy screen.
2. Enter your desired copy count with the numeric keypad. The LCD display shows the number of your copy count.

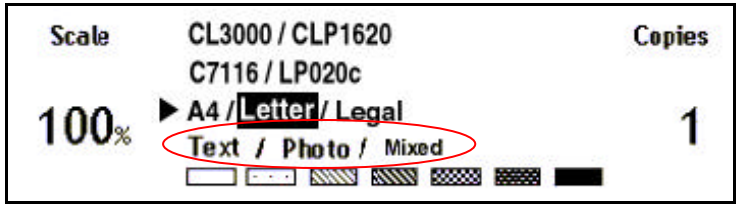


FOCUSING ON PHOTO OR TEXT

The machine is preset to auto mode. If required, you can change to photo or text if you wish to focus your copy result on photo or on text.

To change your focus on photo or text,

4. Press the **"Copy"** key on the Control Panel to prompt the Copy screen.



5. Press the **"down"** key to scroll down to the Text /Photo/Mixed field.
6. Choose your focus with the **"left"** key or the **"right"** key.

Start Filing Document

WORK WITH THE CONTROL PANEL

1. Place your document(s) face up in the ADF or face down on the glass.

2. Press the **"Filing"** key.

The LCD displays the Filing screen.

```
File Prefix: MyImage
Folder       : My folder
Password     : *****
Post Proc. : None


<Size: LT> Press “Filing” to change.
```

Note: If the Filing Security is preset to Yes, the above Password item will be empty, and the user must type in the folder’s password, which is required by the filing server. If the Filing Security is preset to No, the Password item will show a series of star signs, and the user does not need to type in the folder’s password.

You can also press the **"Address Book/Folders"** key to show available folders.

(A) After the filing operation screen appears, fill in the File Prefix on the first line.

(B) The folder on the second line is the folder-setting file. If you want to add a new folder at this moment, press the **"Address Book/Folders"** key, selecting **<New Folder>** to generate a new folder.

You can make the temporary settings for Filing.

-Resolutions

You can select your scanning resolution between **Fine (75 dpi, 100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi)** and **Super Fine (100 dpi, 150 dpi, 200 dpi, 300 dpi, 400 dpi, 600 dpi)** by pressing the **"Menu"** key and selecting **"Filing"** then **"Fine Resolution"** or **"S. Fine Resolution"**. S. Fine Resolution is valid when the LED is lit.

-Manual Feed

You can enable multi-batch document scanning. Press the **"Manual Feed"** key when loading more than 25 pages on the ADF or more than one page on the flatbed. Manual Feed is valid when the LED is lit.

-Document Size

You can change the document size for the scanned documents. Press the **"Filing"** key again and select the document size.

Choice: LT(8 1/2" x11"), LG(8 1/2" x14"), HLT(5 1/2" x8 1/2"), and A4

3. Press the **"Black&White"** key to send your document in black and white or the **"Full Color"** key in color.

Note: In the FTP or CIFS mode with no directory existing, IMAGE SCANNER IS100e will ask you whether to generate a new directory. If you select “yes”, IMAGE SCANNER IS100e will generate a new directory on the server before filing document (The prerequisite condition is that the user account must have an authority to add directories.). If the folder includes the same file name as yours, IMAGE SCANNER IS100e will ask you whether to replace the file in the folder. If you select “Replace All”, all the files will be replaced. If you select “Replace”, each file will be inquired. Selecting “Rename” will rename the new file folder. Selecting “No” will allow you to abandon the filing operation.

7 Troubleshooting

Information Codes/Message

Information Codes During Scanning and Copying

Info code	Meaning	Action	Page
10001	SRAM error	Restart your IMAGE SCANNER IS100e. (Turn off and on again.) If the code still appears, contact your dealer.	--
10002	DRAM error	Restart your IMAGE SCANNER IS100e. If the code still appears, contact your dealer.	--
10003, 10004	Lamp error	Restart your IMAGE SCANNER IS100e. If the code still appears, contact your dealer.	--
10005	Home sensor error	Restart your IMAGE SCANNER IS100e. If the code still appears, contact your dealer.	--
10006	Lamp error	Restart your IMAGE SCANNER IS100e. If the code still appears, contact your dealer.	--
10007	Lock error	1. Turn off your IMAGE SCANNER IS100e. 2. Find the lock switch underneath the machine and unlock the machine. 3. Restart your IMAGE SCANNER IS100e. If the code still appears, contact your dealer.	2-3
10008, 10009	ADF error.	ADF paper jam. Open the ADF cover and remove the paper from the ADF. If the code still appears, contact your dealer.	6-2
10201	Z1 access error	Restart your IMAGE SCANNER IS100e. If the code still appears, contact your dealer	--
10202	Z1 SRAM error	Restart your IMAGE SCANNER IS100e. If the code still appears, contact your dealer	--

MESSAGE DURING SCANNING AND COPYING

LCD Message	Action	Page
Copy function disables.	Please download the printer profile.	--
Check printer cable or status.	1. Check if the printer cable has been correctly connected. 2. Check if the printer is turned on. 3. Restart IMAGE SCANNER IS100e and your printer. 4. If the message still appears, contact your dealer.	--

INFORMATION CODES DURING NETWORKING

Info Code	Meaning	Action	Page
20512	The connection failed.	Ping the IP address of IMAGE SCANNER IS100e from another PC in DOS prompt. For example, type “Ping 10.1.20.144” in Dos prompt. If IMAGE SCANNER IS100e has no response, then perform the following steps. 1. Check if the RJ-45 connector is firmly plugged-in. 2. Check the Ethernet cable. 3. Check IMAGE SCANNER IS100e IP address. 4. Check the destination IP address. 5. Check Subnet Mask. 6. Check Gateway IP.	
20519	The destination address is invalid.		
20530	Network is down.		
20531	Network is unreachable.		
20533	The connection aborted by the server.		
20534	The connection reset by the server.		
20540	Connection timed out		
20541	The attempt to connect failed.		
20545	The destination host is not able to reach.		
29999	Fail to connect Email Server	Check network environment.	

INFORMATION CODES DURING E-MAILING

Info Code	Meaning	Action	Page
30421 31421 32421	Service not available, closing transmission channel. The Server is going to shut down.	Contact the network administrator.	--
31450	Requested mail action not taken: mailbox unavailable	Check the “To” address.	
31451 32451 33451	Requested action aborted: local error in processing	Contact the network administrator.	
31452 32452 33452	Requested action not taken: insufficient system storage	Contact the network administrator.	
30454 31454	Temporary authentication failure: The authentication failed due to a temporary server failure.	Contact your network administrator for further help on mail server’s authentication mechanism. Choose SMTP authentication for e-mail security or turn off the mail server’s authentication, and try again.	
30500 31500 32500 33500	Syntax error, command unrecognized	Reboot the machine, and try again. If the error still appears, contact your dealer.	
30501 31501 32501	Syntax error in parameters or arguments	1. Check if the Device Name is valid. The Device Name can be found by pressing the **“Menu”** key and choose the “General” item. 2. Check the “From” address. 3. Check the “To” address. 4. Contact the network administrator.	
31503 32503	Bad sequence of commands	Restart the machine, and try later. If the error still appears, contact your dealer.	
30504	Command parameters not implemented	Check if the Device Name is valid. The Device Name can be found by pressing the **“Menu”** key and choose the “General” item.	

Info Code	Meaning	Action	Page
30530 31530	Authentication required: Mail server requires authentication in order to perform the requested action.	Contact your network administrator for further help on mail server's authentication mechanism. Choose SMTP authentication for e-mail security or turn off the mail server's authentication, and try again.	
31550	Requested action not taken: mailbox unavailable [E.g., mailbox not found, no access]	Check the "To" address.	
31551	User not local: please try again.	Check the "To" address.	
31552	Requested mail action aborted: exceeded storage allocation	1. Check the "To" address. 2. Check mailbox storage allocation. 3. Contact the network administrator..	
31553	Requested action not taken: mailbox name not allowed	Check the "To" address.	
32554 33554	Transaction failed	Contact the network administrator.	
32999	Connection broken during data transmission.	1. Check network environment. 2. Check if e-mail attachment size is larger than the mailbox quota.	

Information Codes During Filing

Info Code	Meaning	Action	Page
41530	FTP password incorrect	Check password in folder and try again.	--
41421 42421 43421 44421	FTP Service not available	Make sure the FTP server is not shut downing. If the error is still there, contact your system administrator.	--
42530	FTP login fail	Check Server UID and password in folder and try again.	--
43550	FTP can't enter this directory	Make sure your have privilege to enter this directory.	
44450	FTP File unavailable	Other user accesses the file you want to override.	
44452	FTP server storage insufficient	Check FTP server free storage space and contact your system administrator.	
44553	FTP file action not taken.	Make sure you have privilege to write file or to create subdirectory in that directory.	--

Info Code	Meaning	Action	Page
50105	CIFS (User level) login fail	Check Server UID and password in folder and try again.	
50167	CIFS (User level) No access right	This server UID has not right to write file in this directory or share name incorrect.	
50201	CIFS Server internal error	Check CIFS server and try again.	
50202	CIFS (Share level) Bad password	Make sure password in Folder settings is the same as share full control password in CIFS server	
50204	CIFS (Share level) Access password is read only.	Change access right to full control in CIFS server.	
50206	CIFS (Share level) Invalidate share name	Check directory in folder and make sure that \\Computer\Share is correct.	
50520	CIFS (User level) can not make subdirectory	This account has not right to create new subdirectory.	
57600	CIFS fail to connect	Check that server supports CIFS (SMB) connection.	
57601	CIFS Network share name incorrect.	Check directory in folder and make sure it follows UNC, like \\Computer\Share\directory.	
57610	CIFS Computer name error	Make sure computer name in directory is correct.	
57620	CIFS dialect negotiation fail	This CIFS may not support PC NETWORK PROGRAM 1.0 dialect.	
57710	CIFS fail to create file.	Make sure you have full control privilege on this network share.	

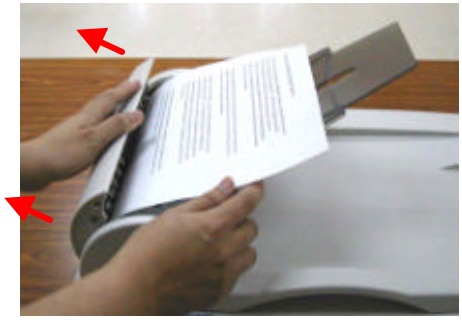
Info Code	Meaning	Action	Page
60800	HTTP fail to connect	Check Server IP and HTTP (or AVPP) port. Make sure they are correct. Or, Check whether that server supports HTTP connection.	
61401 62401	HTTP Unauthorized	This HTTP server needs authorization. Make sure your account has correct authorization.	
61403 62403	HTTP Forbidden	This action is forbidden in this server. This is not unauthorized but forbidden.	
61404	HTTP Directory not found	Check that directory exists in server.	
62405	HTTP PUT method not allowed	Contact server administrator to enable HTTP 1.1 PUT method	
62411	HTTP chunked transfer not support	This HTTP server does not support the transfer method of IMAGE SCANNER IS100e (chunked transfer-encoding).	
61500 62500 90500	HTTP server internal error	Contact server administrator to make sure server is running properly and try again.	
61503 62503 90503	HTTP server unavailable	Contact server administrator to make sure server is running properly and try again.	
0404	AVPP directory not found	Assigned URI not found in AVPP server. Check the path and file name in Folder's Directory	
90414	AVPP Too many query items	The summary length of query items is too long. Contact developer to modify application.	
90502	HTTP server gateway program response incorrect.	The AVPP application error. Contact developer to modify application.	
90504	HTTP server gateway program timeout	Contact developer to modify application.	

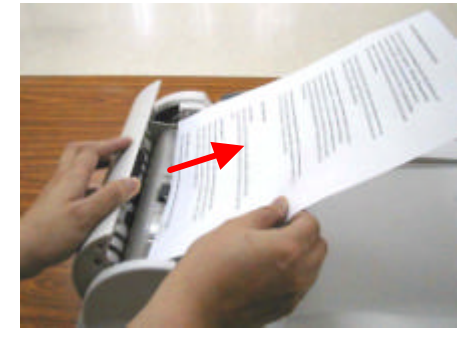
Info Code	Meaning	Action	Page
61505 62505 90505	HTTP server does not support HTTP version 1.1	That server does not support HTTP version 1.1 (IMAGE SCANNER IS100e uses), contact your system administrator for help.	
91000	AVPP Parsing error	The application response is not compliance with AVPP spec. Contact developer to modify application.	

Clearing a Paper Jam

In the event of a paper jam, follow the procedures below to remove the paper:

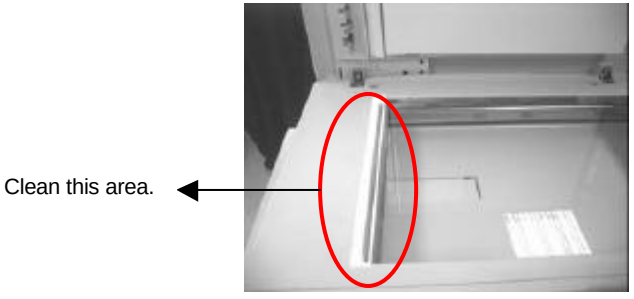
1. Gently open the ADF front cover to the left.
2. Carefully pull the paper out of the ADF unit.
3. Close the ADF front cover. Your IMAGE SCANNER IS100e is now ready to use.





Removing the abnormal line image

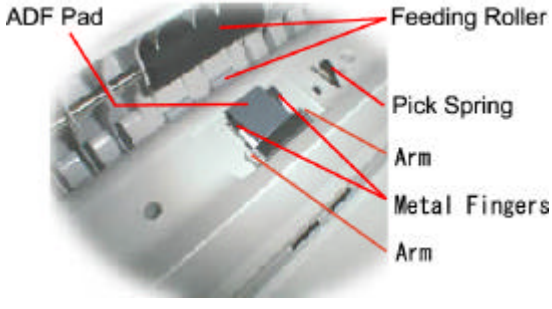
When the scanned image is with abnormal lines on it, clean the strip of glass area as indicated below.



Cleaning the ADF

From time to time the pad assembly and feeding rollers may become contaminated with ink, toner particles or paper dust. In this case IMAGE SCANNER IS100e may not feed documents smoothly. If this occurs please follow the cleaning procedures to return your machine to its original state.

1. Moisten a cotton swab with isopropyl alcohol (95%).
2. Gently open the ADF front cover. Wipe the feeding rollers by moving the swab from side to side. Rotate the rollers forward with your finger and repeat the above cleaning procedures until the rollers are clean. Be careful not to snag or damage the pick springs.
3. Wipe the pad in the direction from top to bottom. Be careful not to hook the pick springs.
4. Close the ADF unit. Your machine is now ready to use.



⚠ CAUTION:

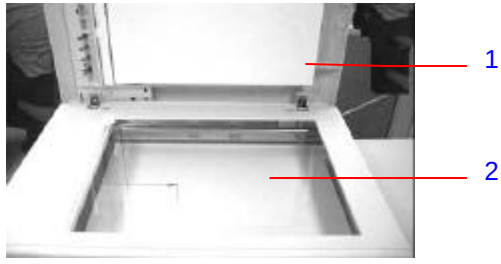
Do not touch the metal fingers of the ADF pad module. The edges are sharp and touching them may result in injury.

Cleaning the Glass

IMAGE SCANNER IS100e is designed to be maintenance-free. However, it still needs to be cleaned occasionally to ensure optimum image quality and performance.

To clean the glass,

1. Open the document cover as shown below.
2. Dip a soft clean cloth with isopropyl alcohol (95%).
3. Gently wipe the document glass and the white sheet beneath the document cover to remove the dust or any toner particles.
4. Close the document cover. IMAGE SCANNER IS100e is now ready for use.



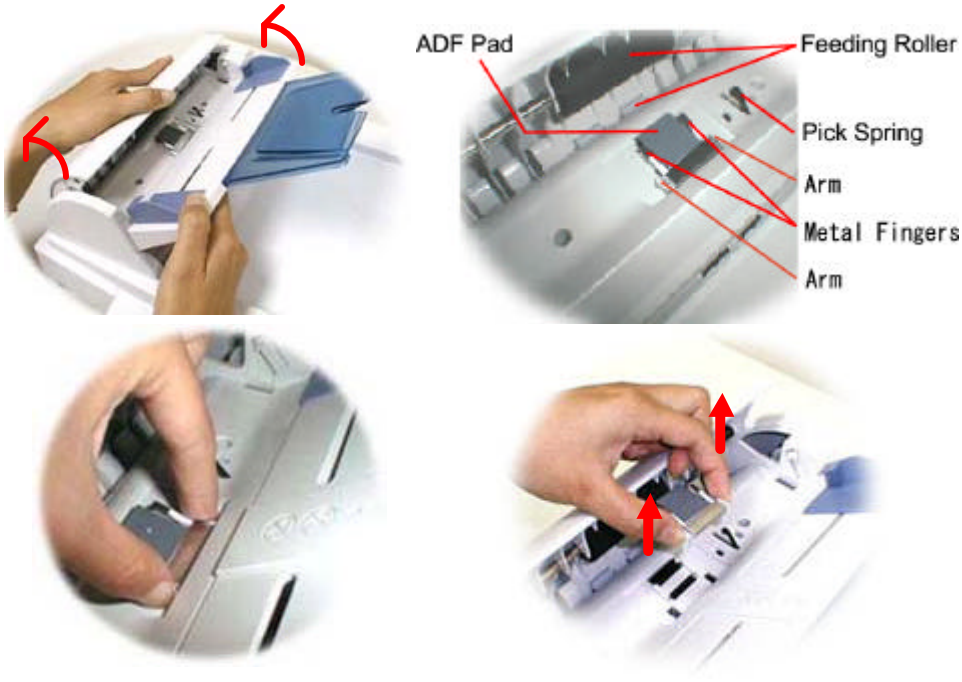
1. Document Cover
2. Document Glass

Replacing the Snap-in Pad Module

After scanning approximately 20,000 pages through the ADF, the pad may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the pad module with a new one. For ordering the pad module, please consult your nearest dealer and follow the procedure below to replace it.

Disassembling Procedure

1. Gently open the ADF front cover to the left.
2. Press both arms of the ADF snap-in pad module inwardly with your fingers to pull out the ADF snap-in pad module.



⚠ CAUTION:

Do not touch the metal fingers of the ADF pad module. The edges are sharp and touching them may result in injury.

Assembling Procedure

1. Take out the ADF pad module from the box.
2. Press both arms of the ADF snap-in pad module inwardly with your two fingers
3. Place it into the holes until it snaps into place.

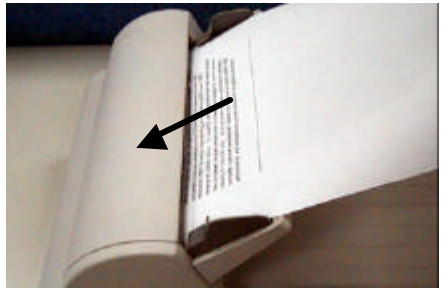
Appendix

Quick Guide

Placing Your Documents

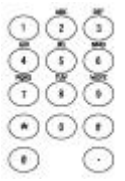
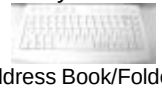
For multi-page transmission

Place your document **FACE UP** in the ADF.



For single-page transmission

Place your documents **FACE DOWN** on the glass.

Copy Press the Copy key.	Enter your copy count via the numeric keypad 	Press the Black&White key to make B&W copy. Press the Full Color key to make color copy.
E-Mail Press the E-Mail key.	Enter an e-mail address with your keyboard.  or press "Address Book/Folders" to select an e-mail address from the list. (i.e Press Address Book/Folders & OK)	Press the Black&White key to send your document in B&W. Press the Full Color key to send your document in color.
Filing Press the Filing key.	Enter "Address Book/Folders" key , select a file folder, and type in the file name with your keyboard . (i.e Press Address Book/Folders & OK)	Press the Black&White key to file your document in B&W. Press the Full Color key to file your document in color.

Specifications

Items	Specifications
System Overview	
System Description	Stand-alone Internet Appliance
Output Quality	600 dpi, 36 bit color
External Connections	1. RJ-45 (for Network connection) 2. SPP (for Copy application) 3. PS2 (for External standard PS2 keyboard)
Internet Transmission Speed (ADF, Letter, B/W, Gray, Color)	200 dpi: 8 PPM
Copy Speed (ADF, A4, 300 dpi)	B/W: 9 PPM Color: 1.5 PPM
Network Connection	Yes, 10/100 Mbits auto-negotiation
Networked Workgroup Solution for:	Stand-alone Copy E-Mail via Internet/Intranet Filing
Output Format	PDF, JPEG, Tiff, Postscript, PCL
CPU	32 bit RISC CPU
Memory Size	Flash: 2 MB DRAM: 8 MB
ADF Document Size	4.5” x 5.5” ~ 8.5” x 14”
ADF Document Weight/Thickness	14 ~ 28 lb / 0.002” ~ 0.006”
ADF Capacity	25 sheets
Paper Feed	Face Up
Duty Cycle	7,500 pages/month
Dimension	447x365x275(mm)
Weight	6 kgs
Power Supply	24V DC, 2A external power adapter
Power Consumption	Less than 30W

Copy	
Output Format	Postscript, PCL
Speed for Local Copy	B/W: 9 PPM Color: 1.5 PPM
Multiple Copies	Up to 99
Copy Mode	Standard, High Quality
Enlarge / Reduce	Whole Page (93%) 25%~400% in 1% increment/decrement Pre-set Scales Customized
Network Spec	
Connectivity	Ethernet 10BaseT/100BaseTX auto-negotiation with RJ-45 connector
Communication Protocol	TCP/IP
Supported Browsers	Microsoft IE 4.1 or higher Netscape Navigator 4.0 or higher
Configuration Requirement	1. IP address & subnet mask 2. Gateway 3. SMTP server/Gateway
E-mail Spec	
Communication Protocol	SMTP, MINE, POP3
File Formats	PDF, JPEG, TIFF, PCX
Compression Format	JPEG, G3 MH/MR, RUN Length
Resolution	Fine: 75,100,150,200,300,400 dpi Super Fine: 100, 150, 200, 300, 400, 600 dpi
Address Book Volume	E-mail address setting: 2000 entries totally Group setting : 50 entries Each group contains up to 99 e-mail addresses
Filing Spec	
Communication Protocol	FTP, HTTP, CIFS, AVPP
File Formats	PDF, JPEG, TIFF, PCX
Color Speed	200 dpi 8PPM 300 dpi 5ppM
B/W Speed	200 dpi 8PPM 300 dpi 8ppM
Resolution	Fine: 75,100,150,200,300,400 dpi Super Fine: 100, 150, 200, 300, 400, 600 dpi

Network Management Tool

for IMAGE SCANNER IS100e

Administration Guide

Ricoh Corporation

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Chapter 1 Introduction

Welcome

Welcome to the Network Management Tool for IMAGE SCANNER IS100e! The Network Management Tool for IMAGE SCANNER IS100e, a Windows-based program, provides the administrator an efficient way to manage, configure, monitor, and upgrade all IMAGE SCANNER IS100e over the network.

Features of the Network Management Tool for IMAGE SCANNER IS100e

Login with Password

The password is required to use this tool to ensure security of accessing this tool.

Note: No default password has been assigned.

Configuring the scanner

With this tool, the administrator is allowed to configure individual IMAGE SCANNER IS100e remotely over the network.

Creating Address Book

A total of 2000 e-mail address and fax number can be created and stored as address book for all registered users.

Importing From Existing Address Book

This tool provides the administrator a time-saving way to import existing address book from the scanner, Microsoft Outlook, an LDAP server, or current file (which has been exported) to individual IMAGE SCANNER IS100e.

Exporting Existing Address Book

This tool allows the administrator to export existing address book to a .csv file in order to be imported to other IMAGE SCANNER IS100e on the network to increase the efficiency.

Upgrading Software

The latest software can be downloaded to individual scanner through the homepage. (www.ricoh-usa.com)

Chapter 2 Installing Management Tool for IMAGE SCANNER IS100e

System Requirements

Windows 98/Windows NT/Windows NT Workstation/Windows 2000
Win 2000 Professional/Windows Me/Windows XP

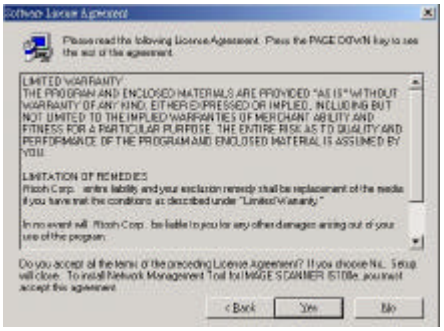
Installation

Installing Network Management Tool for IMAGE SCANNER IS100e is easy.
Please follow these steps:

1. Insert the CD into your CD-ROM drive. The installation graphic appears. If not, please choose the **Management Tool** folder and double click **"Setup.exe"**.

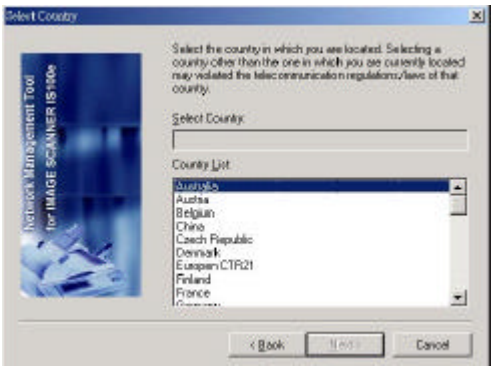
2. Click the **Next** button when the Welcome message appears.

3. Click the **Yes** button after reading the License agreement.

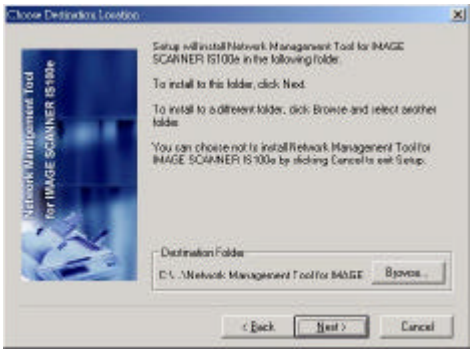


4. Enter user name and company name and then choose the **Next** button.

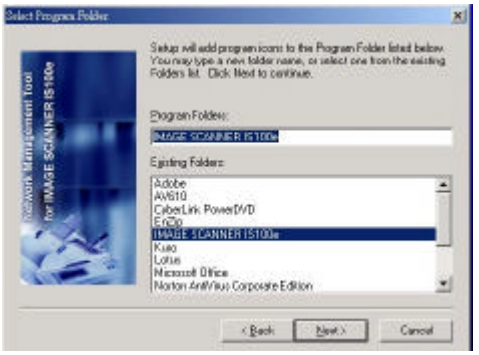
5. Choose your location on the Select Country graphic and click the **Next** button.



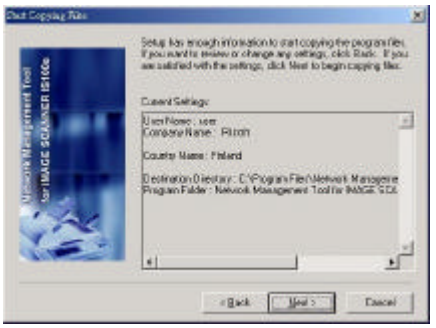
6. Choose your destination folder. If you do not want to change the default folder, click the **Next** button. If you want to change your destination folder, click the **Browse** button and then enter name of your new folder or click the **Next** button..


Choose Destination Location
Setup will install Network Management Tool for IMAGE SCANNER IS100e in the following folder.
To install to this folder, click Next.
To install to a different folder, click Browse and select another folder.
You can choose not to install Network Management Tool for IMAGE SCANNER IS100e by clicking Cancel to exit Setup.
Destination Folder
Browse...
< Back
Next >
Cancel

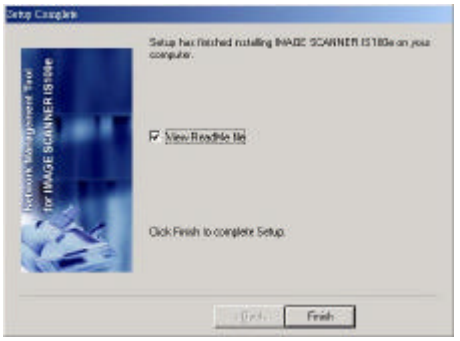
7. Choose your destination folder and click the **Next** button.



8. Click the **Next** button to start the installation of the program.



9. Click the **Finish** button to complete your installation.



Note when this tool has been successfully installed, the software name and icon will display on the **Programs** group. Please click the **Start** button on the left corner of your taskbar and choose **Programs>IMAGE SCANNER IS100e>IMAGE SCANNER IS100e** to verify the program.

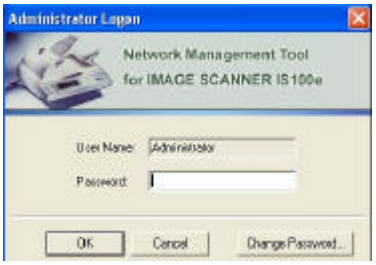
Removing the Network Management Tool for IMAGE SCANNER IS100e

Click the **Start** button on the left corner of your taskbar and choose **Programs**>**IMAAGE SCANNER IS100e>Uninstall IMAGE SCANNER IS100e**.

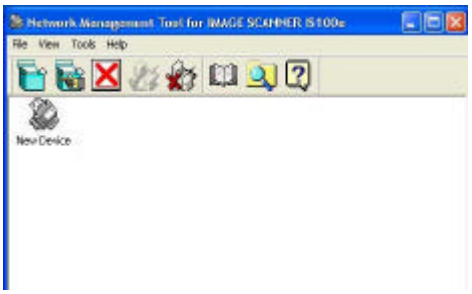
Chapter 3 Starting the Network Management Tool for IMAGE SCANNER IS100e

Starting Management Tool for IMAGE SCANNER IS100e

1. To start the Network Management Tool for IMAGE SCANNER IS100e, click the **Start** button and then choose Programs>Network Management Tool for IMAGE SCANNER IS100e> Network Management Tool for IMAGE SCANNER IS100e. The Administrator Logon dialog box appears.



2. Click **OK**, the following main screen appears; no default password has been assigned. However, for security reason, it is strongly recommended to assign your password. To assign password, see the following *Changing Your Password*.



Changing Your Password

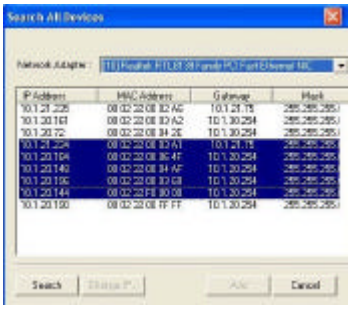
1. To assign a specific password, click the **Change Password** button to prompt the Changing Password dialog box.
2. Enter old and new password and confirm your password.

3. Click **OK** to complete.

Note: Please keep a record of your password in case you forget it.

Connecting to the scanner

1. After logon, click **Search for New Hardware** from the **File** menu in the main window.
2. Click the **Search** button. The system will automatically search all IMAGE SCANNER IS100e in the network and display them on the main window.



3. Choose your desired new hardware and click the **Add** button. (To make multiple selections, press the “Shift” key along with your left mouse button. To make a separate selection, press the “Ctrl” key along with your left mouse button.)
4. Enter your password when the **Logon dialog box** appears. The connected or disconnected IMAGE SCANNER IS100e will be displayed in the main window.

Alternatively, you may connect to a specific device by entering the IP address of that device.

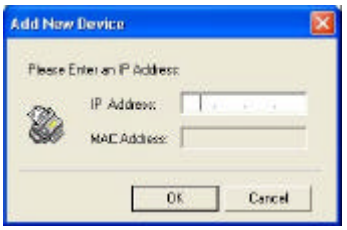
1. Click the **New Device** from the **File** menu

Or Click the new device icon from the toolbar.

Or Double click the large new device icon

.

By doing either of this, the **Add New Device** dialog box appears.



2. Enter the IP address of the new device.
3. Choose **OK** to complete or **Cancel** to leave.

Device Status Indication

Main window

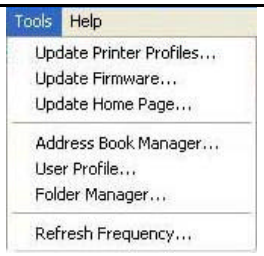
Device Color	Indication
(Gray)	Indicates “New Device”.
(Green)	Indicates the device is online. You can delete the device or temporarily take the device offline.
(Red)	Indicates the device is disconnected.
(Yellow)	Indicates the device is offline. You can delete the device or bring the device online again.

Chapter 4 Using the Network Management Tool for IMAGE SCANNER IS100e

Using the Network Management Tool for IMAGE SCANNER IS100e is easy. This tool provides three ways for fast and easy access to use the features. By accessing the menu items, the toolbar items, or the shortcut items, the administrator can manage and monitor all IMAGE SCANNER IS100e devices on the network in the most effective manner.

A Glance of the Network Management Tool for IMAGE SCANNER IS100e

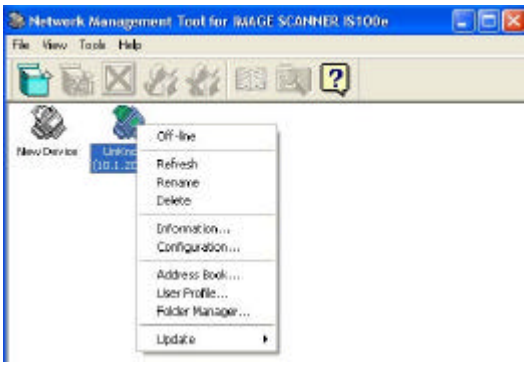
The Menu Bar

The File Menu	The View Menu	The Tools Menu	The Help Menu
			

The Shortcut Menu

To access a shortcut menu for a device,

1. Select an IMAGE SCANNER IS100e from the main window.
2. Click the right mouse button. The shortcut menu appears.



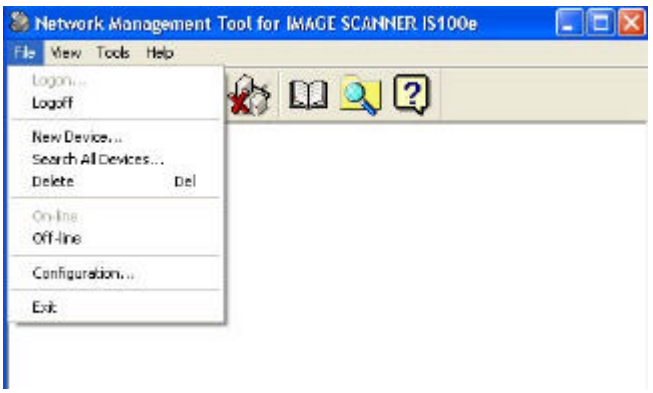
Accessing the Management Tool for IMAGE SCANNER IS100e Menu

The Management Tool for IMAGE SCANNER IS100e menu contains the File menu, the View menu, the Tools menu, and the Help menu. The detailed commands for each menu are described below.

The File Menu

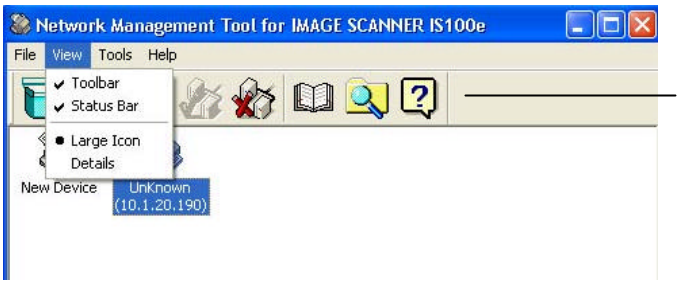
The File menu contains the following commands:

1. Logon: Log on IMAGE SCANNER IS100e.
2. Logoff: Log off IMAGE SCANNER IS100e.
3. New Device: Add a new device to the Network Management tool.
4. Search All Devices: Search all devices on the network.
4. Delete: Delete the selected devices.
5. Online: Connect the selected device.
6. Offline: Disconnect the selected device and stop polling.
7. Configurations: Set up the configurations for the device.

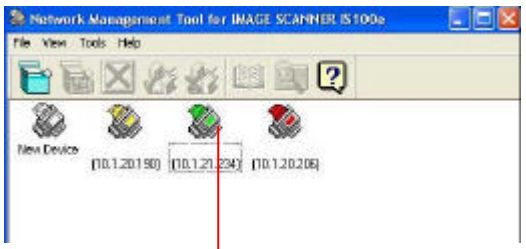


The View Menu

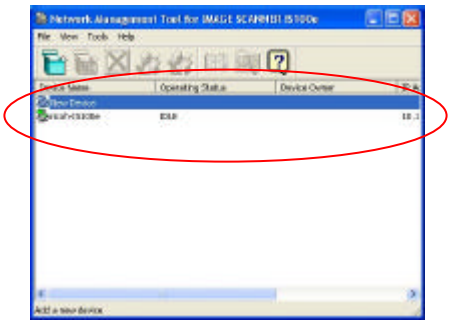
The View menu provides the following display method on the window: To view Toolbar, Status Bar, Large Icon, or Detailed information.



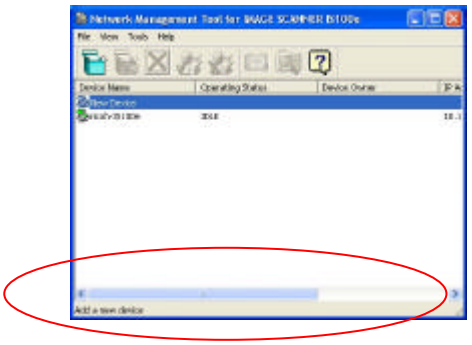
The View Menu



Display large icons



Display the detailed information

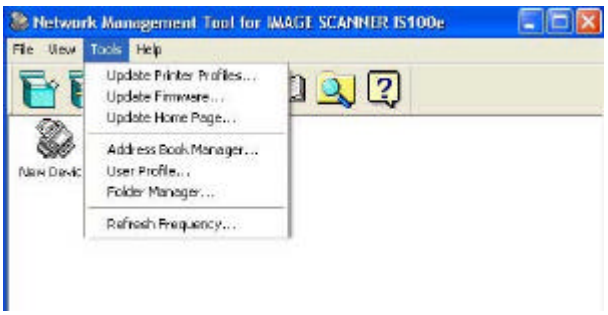


Display the status bar

The Tools Menu

The Tools menu contains the following commands:

1. Update Printer Profile: Used to update printer profile.
2. Update Firmware Version: Used to update firmware version for the scanner.
3. Update Homepage: Used to update homepage of IMAGE SCANNER IS100e.
4. Address Book Manager: Used to prompt the Address Book Manager.
5. User Profile: Used to set up the user profile for the scanner.
6. Refresh Frequency: Used to refresh the frequency of the scanner.

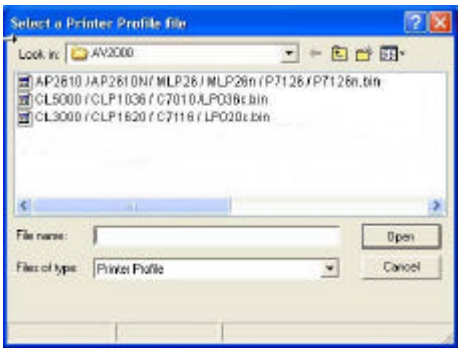


The Tools Menu

Updating Printer Profile

Update the printer profile (program) for the new device. When this is done, the new printer model will be displayed on the control panel of the scanner.

Note: In order to get the latest version, please download from web site.
(www.ricoh-usa.com)

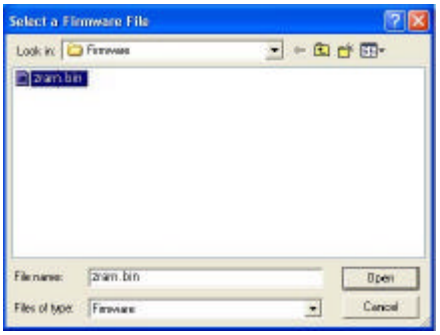


Update Printer Profile

Updating Firmware Version

Select to update the firmware version.

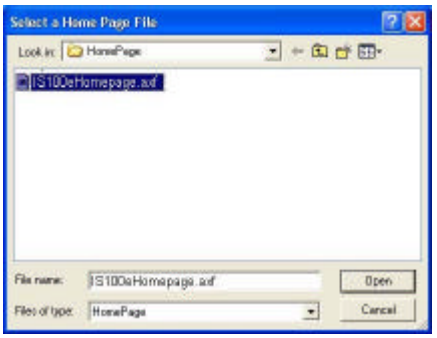
Note: In order to get the latest version, please download from web site.
(www.ricoh-usa.com)



Update Firmware Version

Updating Homepage

Update the IMAGE SCANNER IS100e homepage. .
Note: In order to get the latest version, please download from web site (www.ricoh-usa.com).



Update Homepage

Using the Address Book Management

Select the **Address Book Management** to edit your address book. (This will be described in detail in the following *Chapter 5 Using the Address Book Management.*)

Updating User Profile

Select **User Profile** to update the registered users for current IMAGE SCANNER IS100e. (This will be described in detail in the following *Chapter 6 Updating the User Profile.*)

Using Folder Management

Select **Folder Management** to edit your folder. (This will be described in detail in the *Chapter 7 Editing Your Folders*.)

Using the Frequency Setting

Refresh frequency for the device to automatically start polling all connected devices to get the latest data.

1. Click the **Refresh Frequency** from the **Tools** Menu.
2. Enter the value of Time Interval (in second) to start polling.

3. Click **OK** to complete or **Cancel** to leave.

The Help Menu

The Help menu contains the following commands.

1. Contents: Prompt the online Help.
2. Index: Prompt the online Index.
3. About: Prompt the copyright information of the Network Management Tool.

Chapter 5 Using the Address Book Management

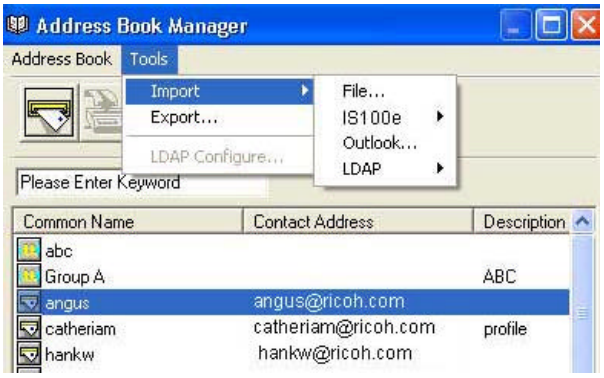
The Management Tool for IMAGE SCANNER IS100e provides three ways to access the Address Book Management.

1. Click **Address Book Manager** from the **Tools** Menu.
2. Click the **Address Book** icon from the toolbar.
3. Right click the device and choose the **Address Book Manager** item.

A Glance of the Address Book Management

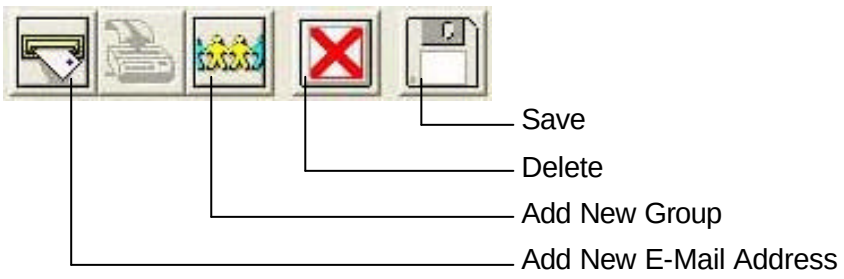
The Menu

The Address Book Menu



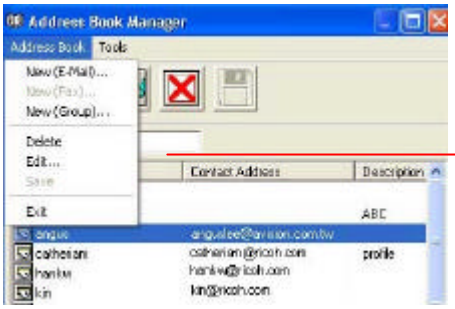
The Tools Menu

The Toolbar



The Search Feature

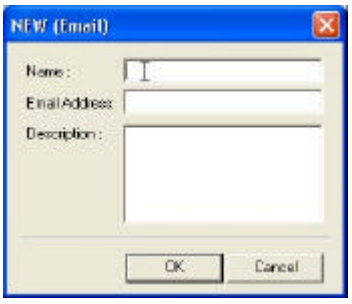
By entering the keyword of your e-mail address in the blank field, the related e-mail addresses will be displayed.



Editing the Address Book

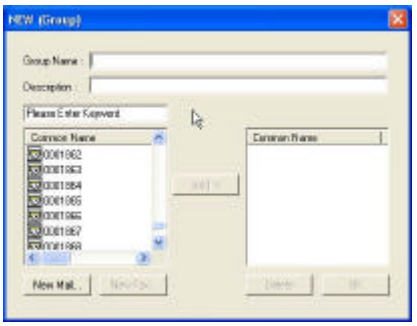
Adding a New E-Mail Address

1. Click **New E-Mail** from the **Address Book** Menu or click the **New E-Mail** button to prompt the **New E-Mail** dialog.
2. Enter the name, the e-mail address, and description of the recipient.
3. Choose **OK** to complete.



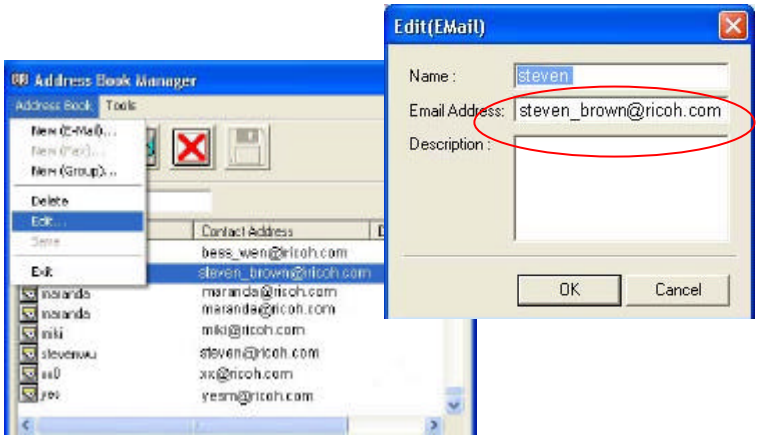
Adding a New Group

1. Click **New Group** from the **Address Book** Menu or click the New Group button to prompt the **New Group** dialog.
2. Enter the name, and description of the new group.
3. Choose the recipients from the address book at the left side. Click **"Add"** to add into the new group. If you wish to delete the member of the group, click the member and then **"Delete"** to delete the member from the group.
4. Choose "**OK**" to complete.



Editing a Current E-Mail Address

1. Choose an e-mail address on which you want to edit.
2. Click **Edit** from the **Address Book** menu to prompt the **Edit** dialog.
3. Modify your data on the Edit dialog.
4. Click **OK** to complete and return to the **Address Book Manager** dialog.
5. Click **Save** from the **Address Book** menu or the **Save** button to save your change.

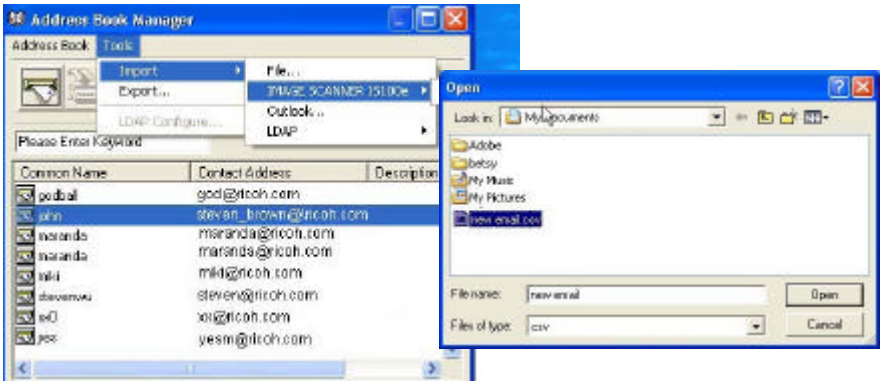


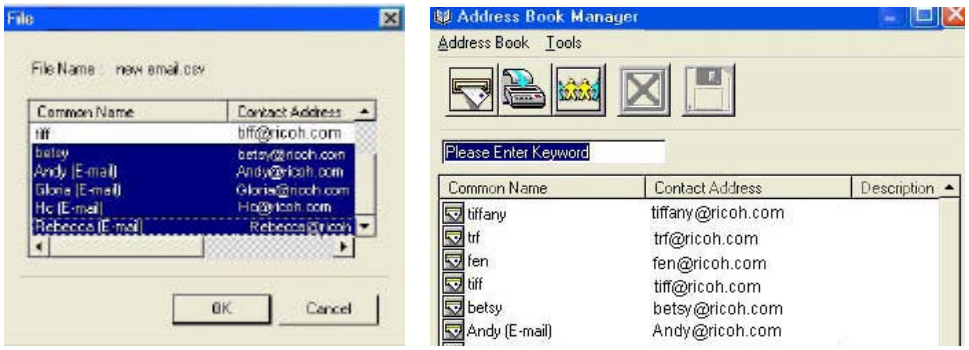
Importing the Address Book

Importing the Address Book from files

To import address book from files,

1. Click an IMAGE SCANNER IS100e which you want to import the address to.
2. Click the **Address Book** from the **Tools** menu or click the address book icon from the toolbar.
3. Choose **Import** and then **File** from the **Tools** Menu.
4. Select the e-mail address file (.csv) and click **OK.**
5. Choose the e-mail address you want to import and click **OK**. (If you need to make a multiple selection, press “Shift” key and your left mouse button. If you need to make a single selection, press “**Ctrl**” and your left mouse button.)
6. The address will be imported to the address book of designated IMAGE SCANNER IS100e.





To import address book from file

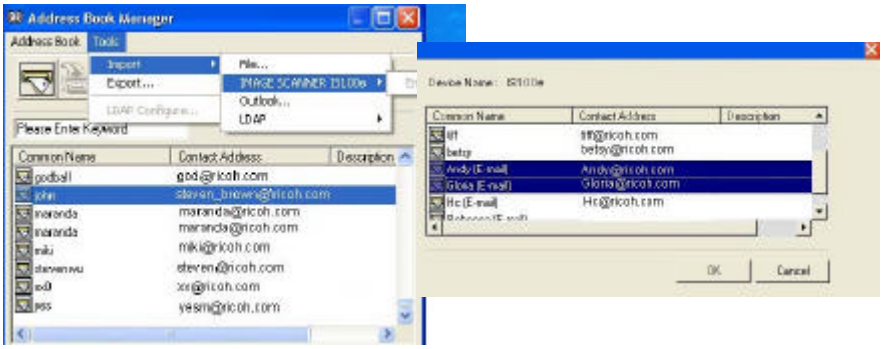
Note:

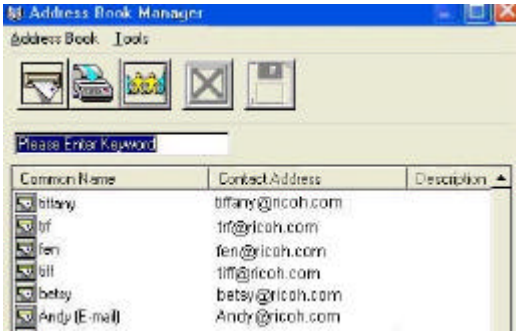
To import existing address book from file, you need to first export current e-mail address into a .csv file. To learn how to export existing address book, please refer to following section - *Exporting the Address Book to a File*.

Importing the Address Book from another scanner

To import address book from other IMAGE SCANNER IS100e,

1. Click an IMAGE SCANNER IS100e which you want to import the address to.
2. Click the **Address Book** from the **Tools** menu or click the address book icon from the toolbar.
3. Choose **Import** and then **IS100e**, **Name of Device** from the **Tools** Menu.
4. Select the files you wish to import and click **OK** to complete. (If you need to make a multiple selection, press the "**Shift**" key along with your left mouse button. If you need to make separate selection, press "**Ctrl**" along with your left mouse button.)



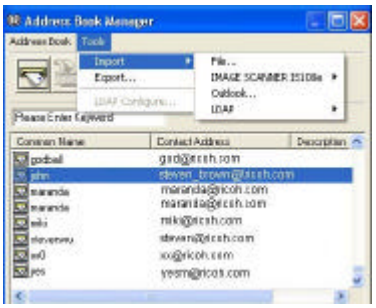


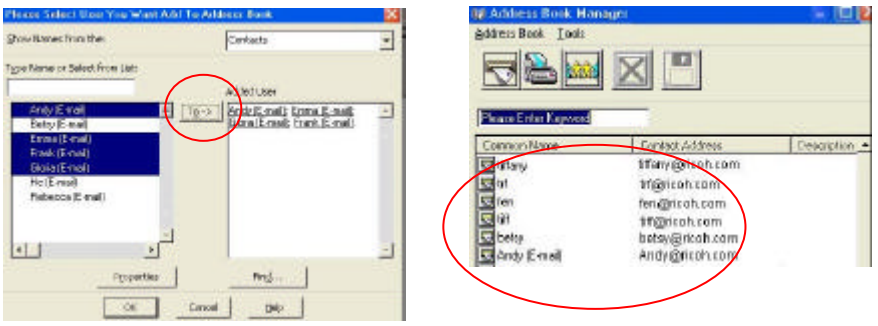
Import existing address book from IMAGE SCANNER IS100e

Importing the Address Book from Microsoft Outlook

To import address book from Microsoft Outlook,

1. Click an IMAGE SCANNER IS100e which you want to import the address book to.
2. Click the **Address Book** from the **Tools** menu or click the **Address Book** tool icon from the toolbar.
3. Choose **Import** and **Outlook** from the **Tools** Menu. The system will automatically start the address book of Microsoft Outlook. (If you previously have established an address book and e-mail account of Microsoft Outlook.)
4. Choose the address you wish to import from the left side and click the **To** button to add into the IMAGE SCANNER IS100e in the right side.
5. You may click **Properties** to view detailed information of each address or click **Search** to search for the specific address you wish to add.
6. Click **OK** to complete. The e-mail address will be added into the address book of the IMAGE SCANNER IS100e.
7. Click the **Save** button to save the change.



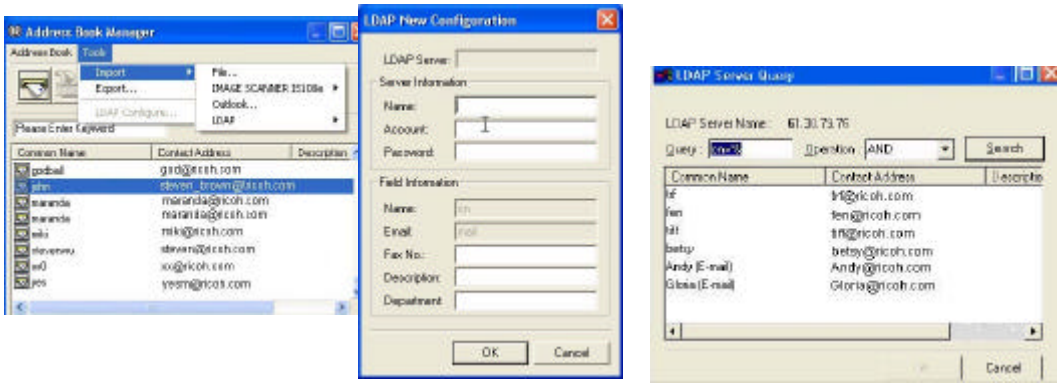


Import existing address book from Microsoft Outlook

Importing the Address Book from LDAP Server

To import address book from the LDAP Server,

1. Click an IMAGE SCANNER IS100e which you want to import the address book to.
2. Click the **Address Book** from the **Tools** menu or click the **Address Book** tool icon from the toolbar.
3. Choose **Import** and **LDAP**, **New** from the **Tools** menu. The **LDAP New Configuration** dialog appears.
4. Enter the server information including the IP address.
   Name: Name field of the server. (E.g. CN)
   E-Mail: E-Mail field of the server. (E.g. Mail)



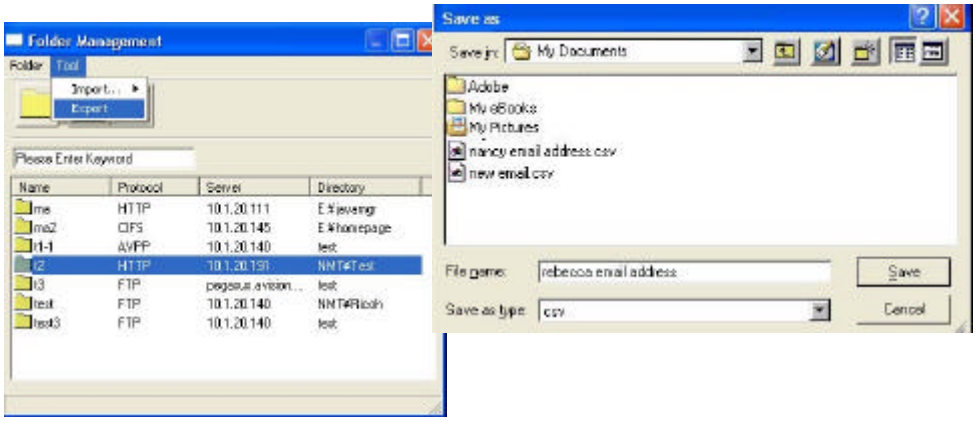
5. When the **LDAP Server Query** dialog is prompt, type keyword in the **Query** field. For example, type cn=* in the **Query** field. And choose the operation method via AND, Or, Not.
6. Click the **Search** button. The search result appears.
7. Select the e-mail addresses you want to import and click **OK**. The e-mail addresses will be added into the scanner.

Note:
If you have previously set up successfully the LDAP server configuration, the name of the LDAP server will be listed on the **Tools** menu. If you need to edit the LDAP server configuration, simply click **LDAP Configurations** from the **Tool** menu.

Exporting the Address Book to a File

To export the address book from one IMAGE SCANNER IS100e to another IMAGE SCANNER IS100e,

1. Choose the scanner which you want to export the address book from.
2. Click the **Address Book** from the **Tools** menu. The **Address Book** dialog box appears.
3. Choose **Export** from the **Tools** menu.
    2. Create the folder to save the exported file.
    3. Click **Save** to complete.



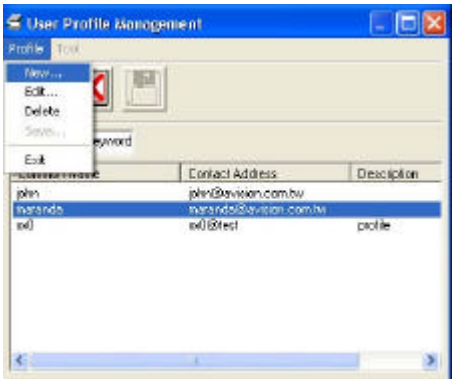
Chapter 6 Editing the User Profile

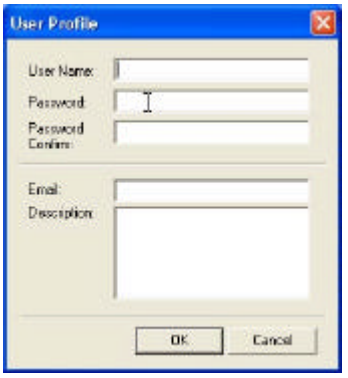
This tool allows the administrator to register or edit an existing registered user profile for IMAGE SCANNER IS100e.

Adding a New User

To add a new user profile,

1. Choose the dedicate scanner.
2. Choose **User Profile** from the **Tools** menu or right click to select the **User Profile**.
3. Choose **New** from the **Profile** menu or click the **New** button . The **User Profile** dialog appears.
4. Enter information of the user profile in succession.
5. Click **OK** to complete.

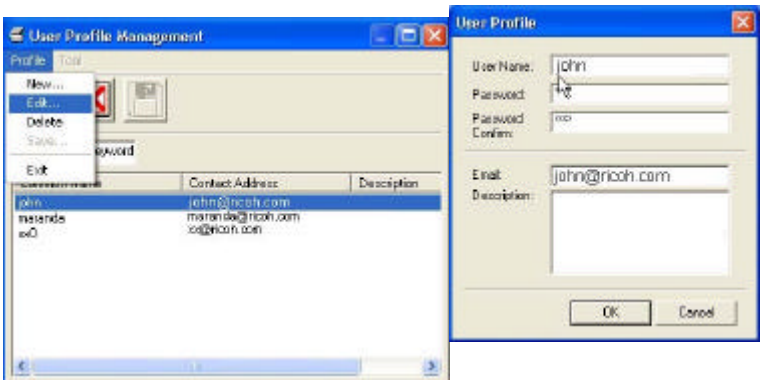




Editing an Existing User

To edit an existing user profile,

1. Choose a user you want to edit.
2. Choose **Edit** from the **Profile** menu. The current User Profile dialog appears.
3. Edit the user information.
4. Click **OK** to complete.
5. Click to save all the changes



Deleting an Existing User

To delete an existing user,

1. Choose the user profile you want to delete.
2. Choose **Delete** from the **Profile** menu or click button.

Chapter 7 Using the Folder Management

This tool provides convenient ways to edit your folders. You can add a new folder, edit a current folder, delete a folder, import or export current folder from one scanner to another scanner.

Accessing the Folder Management

You can access the folder management by selecting the scanner and then doing one of the following:

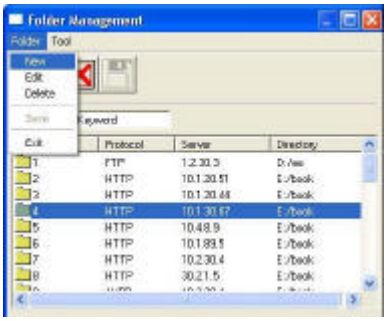
1. Choose **Folder Management** on the **Tools** menu.
2. Click the button from the **Toolbar**.
3. Click the right mouse button and then choose **Folder Management**.

Editing Your Folders

Adding A New Folder

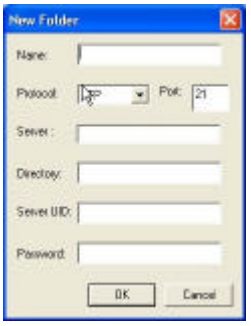
To add a new folder,

1. Choose **Add** from the **Folder** menu in the **Folder Management** screen.



Or click the button on the **Toolbar** in the **Folder Management** screen.

2. The **New Folder** screen appears.
3. Type various data in succession in the **New Folder** screen.



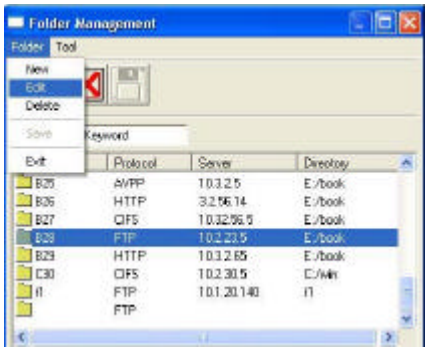
Name: The name of the folder.
Protocol: The internet protocol such as FTP, HTTP, and CIFS.
Server IP: The IP address for the server.
Directory: The directory of the new folder. Note if through FTP or HTTP protocol, no need to add a slash in the beginning of the root directory, for example, FILING FOLDER/image file. If through CIFS protocol, you need to add double slashes in the beginning of the name of the computer, for example, \\Your Computer\FILINGFOLDER.
Server UID: User login ID in the filing server. If through HTTP or CIFS in Windows 9x (share level), no need to input an UID. If through CIFS in Windows NT or Windows 2000, or Windows XP (user level), please input an UID.
Password: The password to log in the Filing Server.

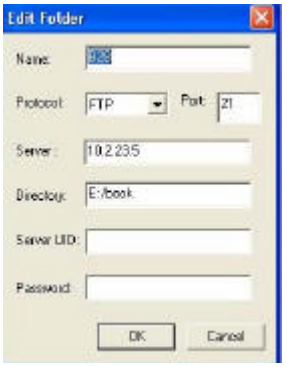
4. Choose **OK** and the **Save** button to save your folder.

Editing a Current Folder

To edit a current folder,

1. Choose a current folder which you want to edit from the **Folder Management** screen.
2. Choose **Edit** on the **Folder** menu to prompt the folder contents.





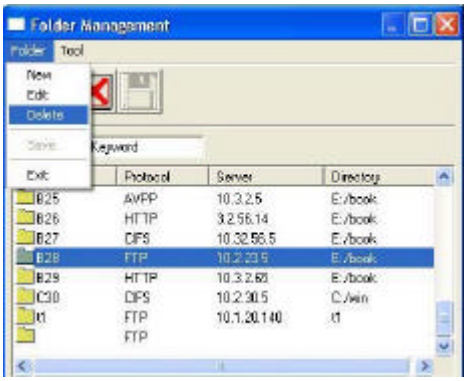
3. Edit the folder contents on the screen.
4. Click **OK** after finishing the input.
5. Click the **Save** button or **Save** from the **Folder** menu to save the editing if you need to leave the **Folder Management** screen.

Note: Please keep in mind to click the save button **before leaving the Folder Management screen. Otherwise, those changes you have just made can not be saved.**

Deleting a Current Folder

To delete a current folder,

1. Select a folder which you want to delete.
2. Choose **Delete** from the **Folder** menu in the **Folder Management** screen.



3. Click the button on the **Toolbar** in the **Folder Management** screen.

Note: Please keep in mind to click the save button **before leaving the Folder Management screen. Otherwise, those changes you have just made can not be saved.**

Saving A Current Folder

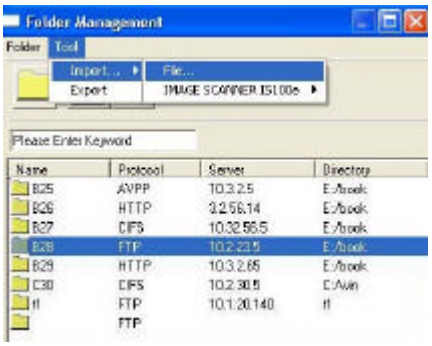
To save a folder,

1. Choose **Save** from the **File** menu in the **Folder Management** screen.
2. Click the button on the **Toolbar** in the **Folder Management** screen.

Importing Folders from File

To import folders from file,

1. Choose **Import** and then **File** from the **Tool** menu.



2. Select the file to which you want to import and click **Open**.

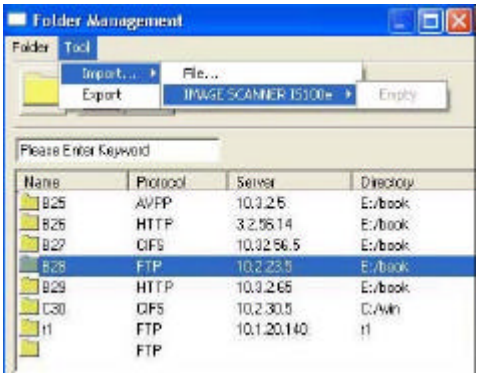
Note that the proper file extension should be csv.

Note:
To import existing folders from file, you need to first export current folders into a .csv file. To learn how to export current folders, please refer to following section - *Exporting Folders to a File*.

Importing Folders from IMAGE SCANNER IS100e

To import folders from IMAGE SCANNER IS100e

1. Choose **Import** and **IS100e** and then **IS100e** from the **Tool** menu.



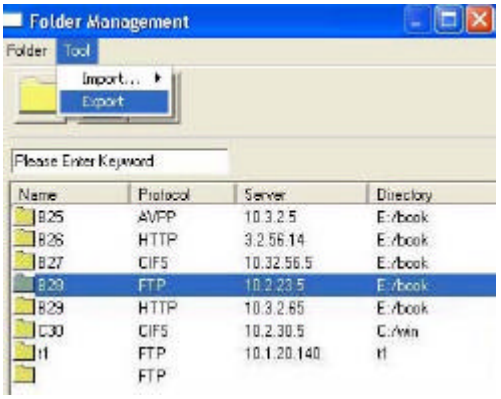
2. Select the file to which you want to import and click **Open** to complete.

Note that the proper file extension should be csv.

Exporting Folders

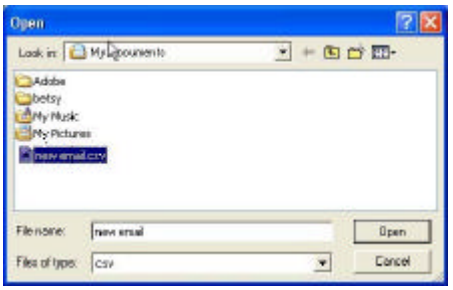
To export current folder

1. Choose **Export** from the **Tool** menu.



2. Select the folder to which you want to export.

Note that the proper file extension should be csv.



3. Click **Open** to complete.

Chapter 8 Configuring the IMAGE SCANNER IS100e

The Management Tool for IMAGE SCANNER IS100e provides the convenience to remotely configure all IMAGE SCANNER IS100e devices on the network.

Setting up the Administrator Configuration

To set up the Administrator Configuration

1. Choose a connected scanner from the main window of the Network Management Tool.
2. Choose **Configurations** from the **File** Menu or click the icon from the toolbar. Or simply right click to select **Configurations**. The **IS100e Configuration** window appears.
3. Click the **Administrator** tab. The settings for the Administrator will display.
4. Change your settings on the **Administrator Configuration** dialog box.
5. Click **Apply** to save the change or **OK** to save and leave the **IS100e Configuration** window.

About the Administrator Configuration

"Administrator Information"

- Admin. Login Name: Click **Change** if you wish to change the administrator login name.
- Admin. E-Mail Address: Click **Change** if you wish to change the administrator e-mail address.
- Admin. Password: Click **Change** if you wish to change the administrator password.

"Security Settings"

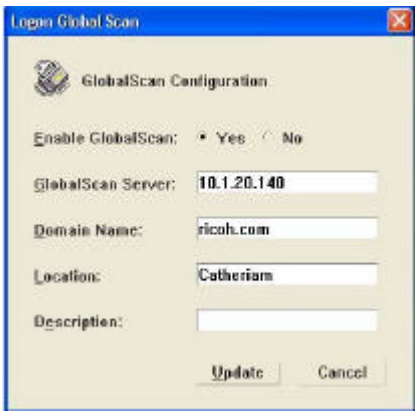
- Logon E-mail Server: Choice: POP3, SMTP.
- Logon Filing Server: Choice: Yes, No.
- Add "To" Addr. After Sending: Check **Yes** then the new e-mail address will be automatically added to your address book after sending the e-mail.
- Add New Folder After Filing: Check **Yes** then the New Folder will be automatically added to your folder management after filing.

"Show Folder's Location": Choice: Yes, No.

"Default Originator"

- E-mail Default From: Enter your desired default e-mail address.

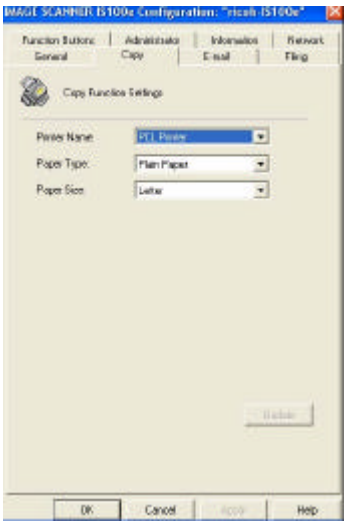
"Logon Global Scan": Click to prompt the Logon Global Scan dialog box to enter information such as GlobalScan Server, Domain Name, Location, and Description. Note that only after you have checked the Enable DHCP in the Network Configuration screen then you are able to enter the GlobalScan information.



Setting up the Copy Configuration

To set up the **Copy** configuration

1. Click the **Copy** tab on the **Configuration** dialog box. The **Copy Configuration** will display.
2. Change the copy settings as necessary.
3. Click **Apply** to save the change or **OK** to save and leave the **Configuration** window.



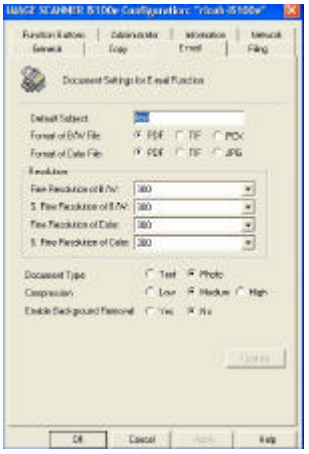
About the Copy Configuration

- Printer Name: Choose your current printer.
- Paper Type: Set paper type, for example, “Plain Paper”.
- Paper Size: Set paper size from A4, Legal, or Letter.

Setting up the E-Mail Configuration

To set up the E-Mail configuration

1. Click the **E-Mail** tab on the **IS100e Configuration** dialog box. The e-mail configuration will display.
2. Chang the e-mail settings as necessary.
3. Click **Apply** to save the change or **OK** to save and leave the IS100e Configuration window.



About the E-Mail Configuration

- Default Subject: Enter the default subject for e-mail.
- Format of B&W File: Choose B&W file format either "PDF", "TIF", or "PCX".
- Format of Color File: Choose color file format such as "PDF", "TIF", or "JPG".
- Fine Resolution of B&W: Choose Fine Resolution for B&W images via the pull-down menu. Choose from the list of? 400, 300, 200, 150, 100, 75? dpi.
- S. Fine Resolution of B&W: Choose Super Fine Resolution for B&W images using the pull-down menu. Choose from the list of ? 600,400,300,200,150,100? dpi.
- Fine Resolution of Color: Choose Fine Resolution for color images using the pull-down menu. Choose from the list of? 400, 300, 200, 150, 100, 75? dpi.
- S. Fine Resolution of Color: Choose Super Fine Resolution for color images using the pull-down menu. Choose from the list of ? 600,400,300,200,150,100? dpi.

- Document Type: Choose document type ether Text or Photo.
- Compression: Choose the level of compression (low, medium, high)
- Enable Background Removal: Choose **Yes** to enable background removal.

Setting up the Filing Configurations

To set up the **Filing** configuration

1. Click the **Filing** tab on the **Configuration** dialog box. The Filing Settings will display.
2. Chang the Filing Settings if necessary.
   Click **Apply** to save the change or **OK** to save and leave the **IS100e Configuration** window.

About the Filing Configuration

- **File Name Prefix:** Set up the prefix for the file name.
- **Format of B&W File:** Choose the file format for B&W image. Choice: PDF, TIF, and PCX.
- **Format of Color File:** Choose the file format for the Color image: Choice: PDF, TIF, or JPG.
- **Fine Resolution of B&W:** Choose the Fine Resolution from the drop-down menu. Choice: 400, 300, 200, 150, 100, 75 dpi.
- **S. Fine Resolution of B&W:** Choose the Super Fine Resolution from the drop-down menu. Choice: 600, 400, 300, 200, 150, 100, 75 dpi.
- **Fine Resolution of Color:** Choose the Fine Resolution from the drop-down menu. Choice: 400, 300, 200, 150, 100, 75 dpi.
- **S. Fine Resolution of Color**: Choose the Super Fine Resolution from the drop-down menu. Choice: 600, 400, 300, 200, 150, 100 dpi.
- **Document Type:** Choose the main focus of your document. Choice: Text, or Photo.
- **Compression:** Choose the compression rate for the image. Choice: Low, Medium, and High.
- **Enable Background Removal:** Remove background color to sharpen your text. Choice: Yes, and No

Setting up the Function Buttons Configuration

To set up the Function Button configuration

1. Click the **Function Button** tab on the **Configuration** dialog box.
2. Define function name for various Function Button #1~6.
3. Click the **Function Button #** button to prompt the configuration detail.

4. Set up your favorite settings. *(See following page for tips)*
5. Click **Apply** to save the change or **OK** to save and leave the Configuration window.

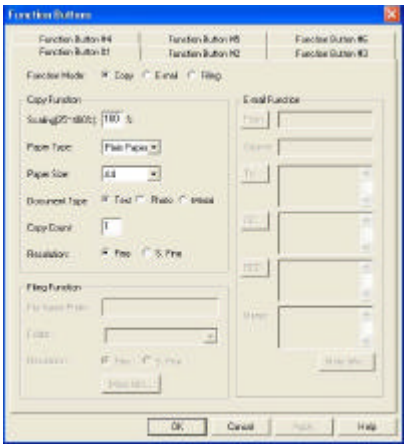
About the Function Button Configuration

- Click the function button you want to set to enter the Configuration screen.
- Select the function from the pull-down menu. Press the function button to prompt the **Configuration** screen. Only the function you have selected can be set.
- You can change the settings for each function at the **Configuration** screen by pressing the function button. When you changed the function for the button, the pull-down menu in the Configurations screen will be updated, too.
- You can change the configurations for each button in the **Configuration** screen. You can also change the configurations for each button in the **Function Button Configuration** screen.

The Copy Button Configuration

The Copy configuration contains the following items:

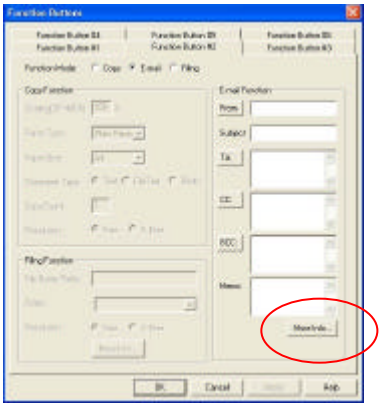
- **Scaling:** The reducing or enlarging ratio, enter value from 25 to 400.
- **Paper Type:** Choose Paper Type, for example, “Plain Paper”.
- **Paper Size:** Choose Paper Size. Choice: A4, Legal or Letter.
- **Document Type:** Choose Document Type. Choice: Text, Photo, or Mixed.
- **Copy Count:** Enter copy count.
- **Resolution:** Choose resolution either “Fine” or “S. Fine”.

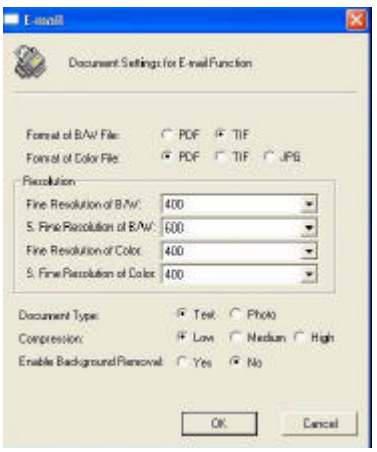


The E-mail Button Configuration

The E-mail Button configuration contains the following items:

- **From:** Enter e-mail for the **From** field.
- **Subject:** Enter subject.
- **To:** Enter the e-mail address for the **To** field.
- **CC:** Enter e-mail for the **CC** field.
- **BCC:** Enter e-mail for the **BCC** field. (for confidential purpose)
- **Memo:** Enter message. Press the Ctrl and Enter key to enter new line.
- **More Information:** Click **More information** to prompt the following More Information dialog box.





More Information dialog box

About More Information settings for E-Mail

- **Format of B&W File:** Choose B&W file format either “PDF”, “TIF”, or “PCX”.
- **Format of Color File:** Choose color file format such as “PDF”, “TIF”, or “JPG”.
- **Fine Resolution of B&W:** Choose Fine Resolution for B&W images via the pull-down menu. Choose from the list of? 400,300,200,150,100,75? dpi.
- **S. Fine Resolution of B&W**: Choose Super Fine Resolution for B&W images using the pull-down menu. Choose from the list of ? 600,400,300,200,150,100? dpi.
- **Fine Resolution of Color:** Choose Fine Resolution for color images using the pull-down menu. Choose from the list of? 400, 300,200,150,100,75? dpi.
- **S. Fine Resolution of Color:** Choose Super Fine Resolution for color images using the pull-down menu. Choose from the list of ? 600,400,300,200,150,100? dpi.
- **Document Type:** Choose document type ether Text or Photo.
- **Compression:** Choose the level of compression (low, medium, high)
- **Enable Background Removal:** Choose **Yes** to enable background removal.

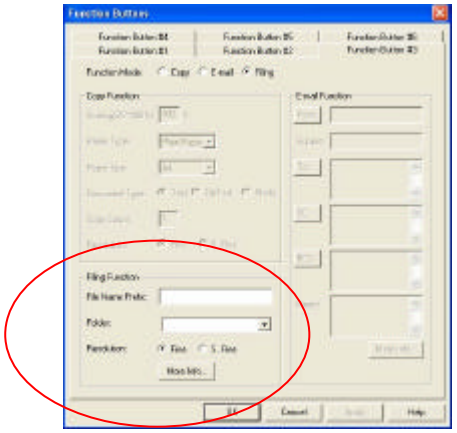
Note:

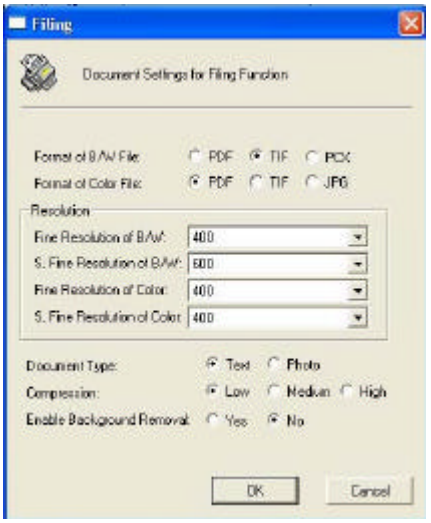
1. Click the **From** button, then you can choose your e-mail address from the address book.
2. Click the **To** button, then you can choose your e-mail address from the address book.
3. Click the **CC** button, then you can choose your e-mail address from the address book.
4. Click the **BCC** button, then you can choose your e-mail address from the address book.
5. To enter multiple e-mail addresses, press **“Enter”** to separate each e-mail address.

The Filing Button Configuration

The **Filing Button Configuration** contains the following items:

- **Filing Name Prefix:** Type the prefix for the filing name.
- **Folder**: Choose favorite folder from the drop-down menu.
- **Resolution:** Choose your favorite resolution. **Choice: Fine, or Super Fine.**
- **More Information:** Check **More Information** to prompt the More Information dialog box.





More Information dialog box

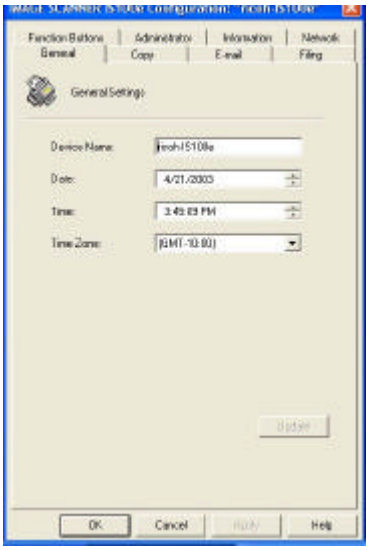
About More Information settings for E-Mail

- **Format of B&W File:** Choose B&W file format either “PDF”, “TIF”, or “PCX”.
- **Format of Color File:** Choose color file format such as “PDF”, “TIF”, or “JPG”.
- **Fine Resolution of B&W:** Choose Fine Resolution for B&W images via the pull-down menu. Choose from the list of? 400,300,200,150,100,75? dpi.
- **S. Fine Resolution of B&W:** Choose Super Fine Resolution for B&W images using the pull-down menu. Choose from the list of ? 600,400,300,200,150,100? dpi.
- **Fine Resolution of Color:** Choose Fine Resolution for color images using the pull-down menu. Choose from the list of? 400, 300,200,150,100,75? dpi.
- **S. Fine Resolution of Color:** Choose Super Fine Resolution for color images using the pull-down menu. Choose from the list of ? 600,400,300,200,150,100? dpi.
- **Document Type:** Choose document type ether Text or Photo.
- **Compression:** Choose the level of compression (low, medium, high).
- **Enable Background Removal:** Choose **Yes** to enable background removal.

Setting up the General Configuration

To set up the General configuration

1. Click the **General** tab on the **Configuration** dialog box. The General Settings will display.
2. Chang the General Settings as necessary.
3. Click **Apply** to save the change or **OK** to save and leave the **Configuration** window.



About the General Configuration

- **Device Name:** Enter the device name.
- **Date:** Choose the date.
- **Time:** Choose the time from the pull-down menu.
- **Time Zone:** Choose existing time zone from the pull-down menu.

Setting up the Network Configuration

To set up the Network configuration

1. Click the **Network** tab on the **Configuration** dialog box. The Network Configuration will display.
2. Chang the Network Configuration as necessary.
3. Click **Apply** to save the change or **OK** to save and leave the **IS100e Configuration** window.

About the Network Configuration

- **Use the following IP address:** Enter the “IP address”, “Subnet mask”, and “Gateway” of the scanner.
- **DNS Server:** Enter the IP address of your DNS server.
- **NTP Server:** Enter the IP address of your NTP server.
- **Server IP Address:** Enter the IP address for the SMTP server, SMTP port, or POP3 server.
- **Enable DHCP:** Click to enable DHCP.

Glossary

Client/server
A client is a computer that requests service from another computer (server).

DNS
Short for Domain Name Service. A DNS server lets you locate computers on a network or the internet (TCP/IP network) by domain name. The DNS server maintains a database of domain names (host names) and their corresponding IP addresses. For example, the domain name www.examle.com might translate to 198.105.232.4.

DHCP
Short for Dynamic Host Configuration Protocol, a server in a network or internet service that assigns IP addresses to the multiple stations on the network.

Gateway
An interface that connects two different networks (a LAN can be connected to the Internet through some kind of gateway.)

IP Address
Internet Protocol Address – every computer on the Internet has a unique identifying number, like 191.2.24.2

LAN
Local Area Network – a network of computers installed within a small area, such as an office building.

Network
Groups of computer that are connected together so that they can share resources and exchange data.

POP3
POP3 is the latest Post Office Protocol 3. This is a service that stores and serves emails for various client machines that are not connected to the internet 24 hours a day. Emails are held in POP3 until you log in. OS2.ie customers receive Microsoft Outlook Express which is a POP3 piece of software.

Protocol
A set of rules and conventions that describes the behaviors that computer must follow in order to understand each other.

SMTP
Simple Mail Transfer Protocol – a main protocol to send and receive email between servers on the Internet.

Subnet mask
A mask used to determine what subnet an IP address belongs to. An IP address has two components, the network address and the host address. For example, consider the IP address 150.215.017.009. Assuming this is part of a Class B network, the first two numbers (150.215) represent the Class B network address, and the second two numbers (017.009) identify a particular host on this network.

TCP/IP
Transmission Control Protocol/Internet Protocol – a suite of communication protocol that defines the basic working of the Internet. In fact, TCP/IP is the protocol of the Internet because it's the language by which all Internet computers talk to each other.

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For multi-page transmission,
Place your document FACE UP in the ADF.

For single-page transmission,
Place your document FACE DOWN on the glass.

Using Copy Function

COPY

Press the Copy button

Enter your copy count via the numeric keypad,

or select your scaling via the scaling selection key

Press the **Mono** button to copy your document in Black & white.

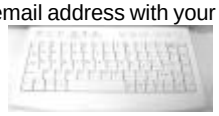
Press the **Color** button to copy your document in color.

Using E-MAIL Function

E-MAIL

Press the E-MAIL button

Enter an email address with your keyboard,



or press **Address Book / Folders** to select from the list.

(i.e.,Press to select an address,and then .)

Select/OK

Press the **Mono** button to send your document in Black & white.

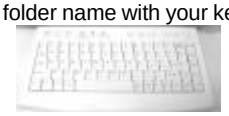
Press the **Color** button to send your document in color.

Using Filing Function

FILING

Press the Filing button

Enter a folder name with your keyboard,



or press **Address Book / Folders** to select from the list. ,

(i.e.,Press to select a file folder ,and then .)

Select/OK

Press the **Mono** button to file your document in Black & white.

Press the **Color** button to file your document in color.

P/N: 255-0880-0 V1.0

Release Note of Ricoh GlobalScan Image Scanner IS100e(version 0.7 beta).txt
Release Note of Rioch GlobalScan IS100e(version 0.70 beta)

First Edition: 2003/03/20.
Last Revised: 2003/03/20.
Engineer: James Wang.

Based on NetDeliver @V2100 version 1.00(2002/06/20)

NEW FEATURES
1. Moved the "Port Setting" into the <NEW FOLDER>.
2. Added the GlobalScan function(GlobaScan Email, GlobalScan Filing).
3. The "DNS server" and "Enable DHCP" are added into the Network Configuration.
4. Change the model name from "@V2100" to "IMAGE SCANNER IS100e".
5. Modified the "Copy Scaling" setting values to meet Ricoh's request.
6. Reduced the number of maximum folders from 50 to 32.
7. Implemented the compression loader to solve the code size over 768K problem.
8. Added the new commands of AVPP 1.5.
9. User can select the scan frame under Email mode.
10.Added "Show Folder's Location" in Administrator(for @V@2100).

BUG FIXED
1. The "Copy Scaling" bug.

REMOVED FEATURES
1. DIM file format, DIMS protocol in FILING mode.
2. Removed the "Port Setting" in main menu.